



# **SW GL332**

## **Processing Journal Entries**

Instructor Led Training



# Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Glossary of frequently used terms

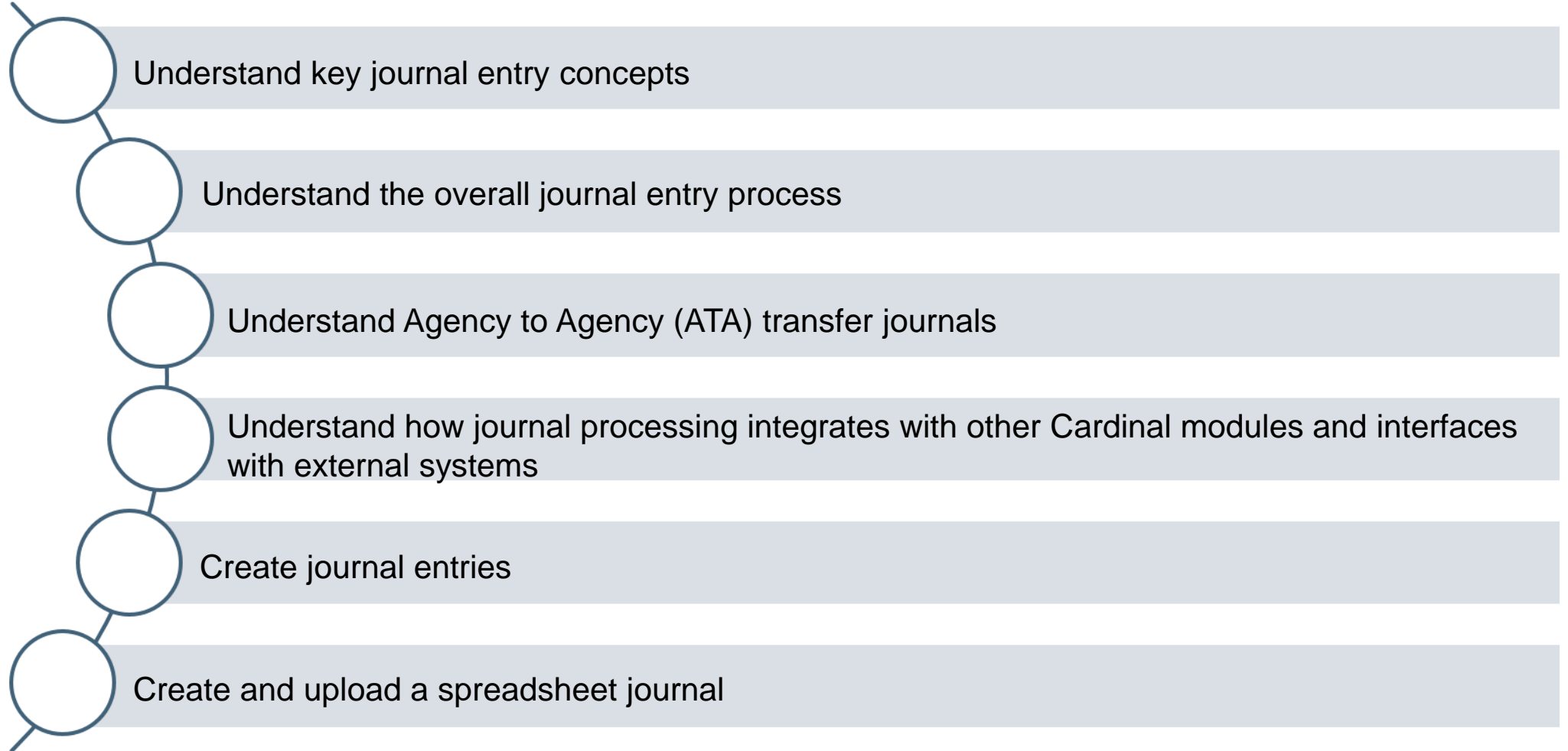
The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



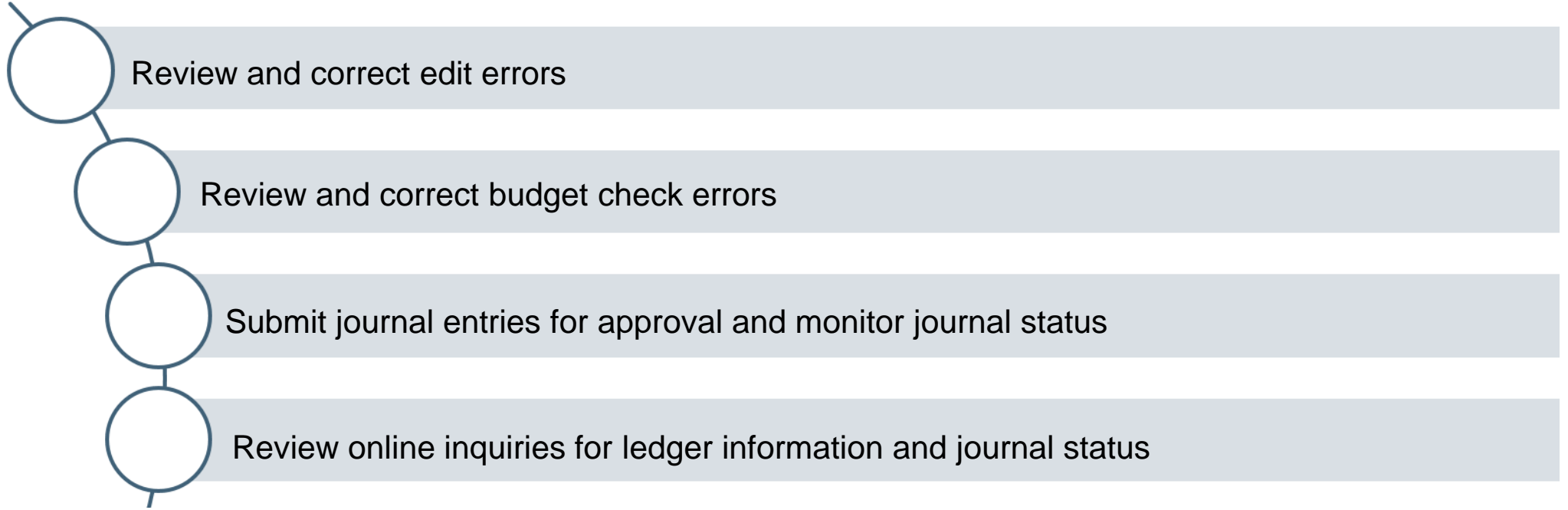
# Course Objectives

After completing this course, you will be able to:





## Course Objectives (continued)





# Agenda

1

Journal Overview

2

Create Journals

3

Process Journals

4

Manage Journals



# Lesson 1: Introduction

1

## Journal Overview

This lesson covers the following topics:

- General Ledger (GL) overview
- Key concepts
- Integration and Interfaces

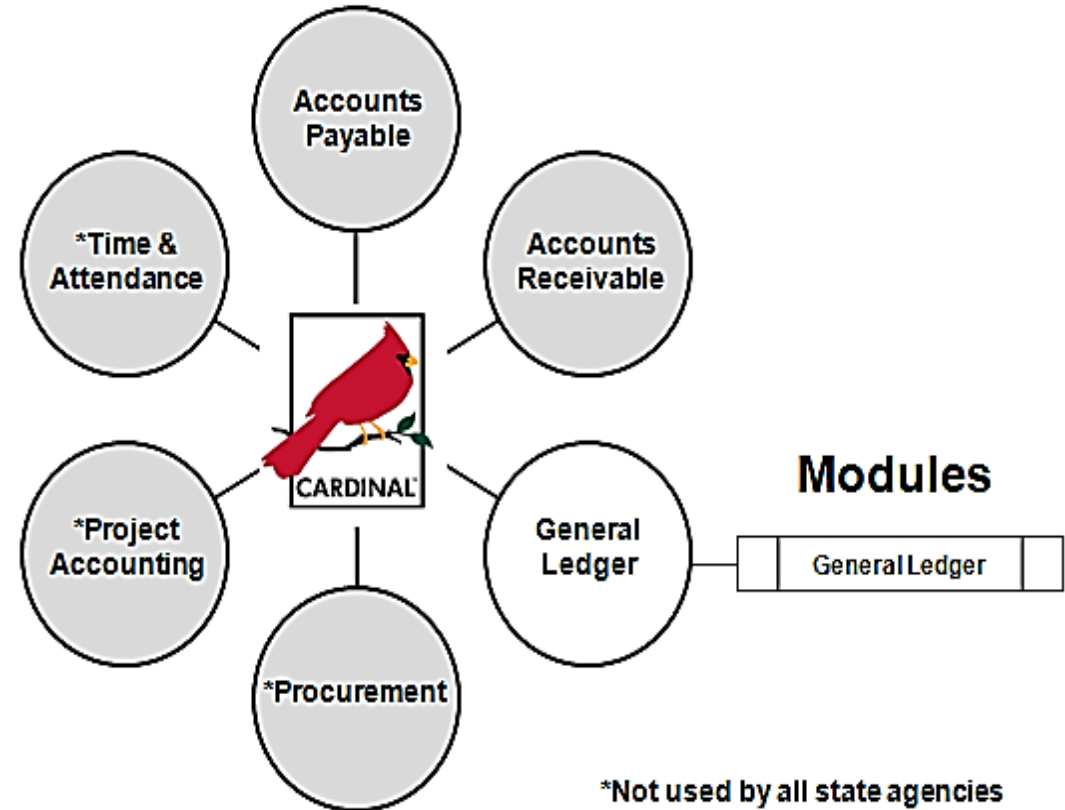


# General Ledger Overview

General Ledger is the functional area that establishes the financial accounts used to:

- Accumulate the results of transaction processing
- Create budgets
- Generate financial statements
- Provide source financial data for reporting purposes

## Cardinal Functional Areas





# Key Concepts

Key concepts in journal entry processing:

- Commitment Control enables the creation of budgets and the ability to budget check source transactions originating in other Cardinal modules, such as Accounts Receivable (AR) – Funds Receipts, General Ledger (GL), or Accounts Payable (AP). Budget checking checks the different agency budget ledgers at the same time.
- Cardinal uses a double-entry accounting system. This means that every entry to a ChartField string requires an offsetting line. The double entry has two equal and corresponding sides known as debit and credit. This means that every journal transaction has at least 2 journal lines (i.e., debit and credit lines) on each journal.
- Cardinal uses various ChartField values that allow agencies to classify transactions based on Commonwealth and agency defined rules. For detailed information on ChartFields, see the statewide course entitled **GL336: General Ledger Maintenance** on the Cardinal website in **Course Materials** under **Training**.
- Cardinal uses SpeedTypes to automatically populate ChartFields on journal entries. A SpeedType is a single value that automatically populates a predetermined Chart of Accounts (COA) value string, such as Fund, Program, and Department. A SpeedType provides a shortcut for frequently used ChartField combinations. When a SpeedType is entered, users can still enter additional COA values on the associated distribution line and/or modify populated values. SpeedTypes can be used in General Ledger, Expenses, Accounts Receivable Direct Journals, and Commitment Control Budget Journal entries.



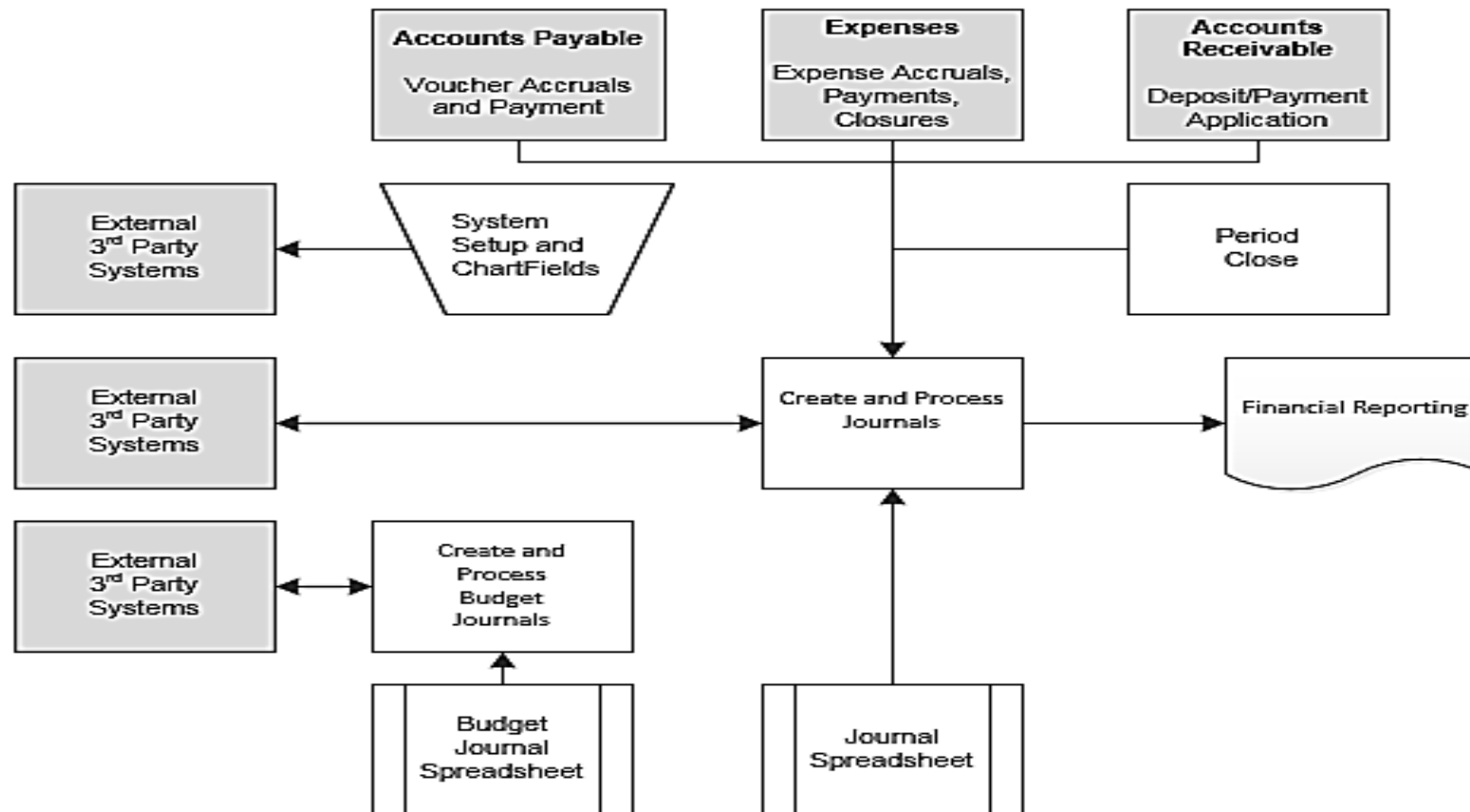


## Key Concepts (continued)

- Combination editing defines rules about which ChartField values and combinations are valid for accounting entries posted in Cardinal. Combination editing rules apply to all modules and help ensure the accuracy of the data.
- Cardinal edits all General Ledger journals to verify they balance by Business Unit (BU), Fund, and Project to ensure debits equal credits, and to ensure cash accounts and certain transfer accounts net to zero within the journal.
- Manual and spreadsheet journals are routed through workflow for approval after they pass edit, budget check, and are submitted for approval. General Ledger budget journals, entered online or uploaded, are not routed through workflow for approval.
- An Audit Log provides users with the ability to audit documents and events that affect journals. Example events include Create Journal, Delete Journal, Mark to Post Journal, and Update Journal.



Cardinal modules, other than GL, feed different types of financial data that become journals in the General Ledger. The General Ledger interfaces with external third party systems that also generate journals. This diagram depicts both interfaces with external systems as well as integration with Accounts Payable, Expenses, and Accounts Receivable. They all provide journal data to the General Ledger for financial reporting.

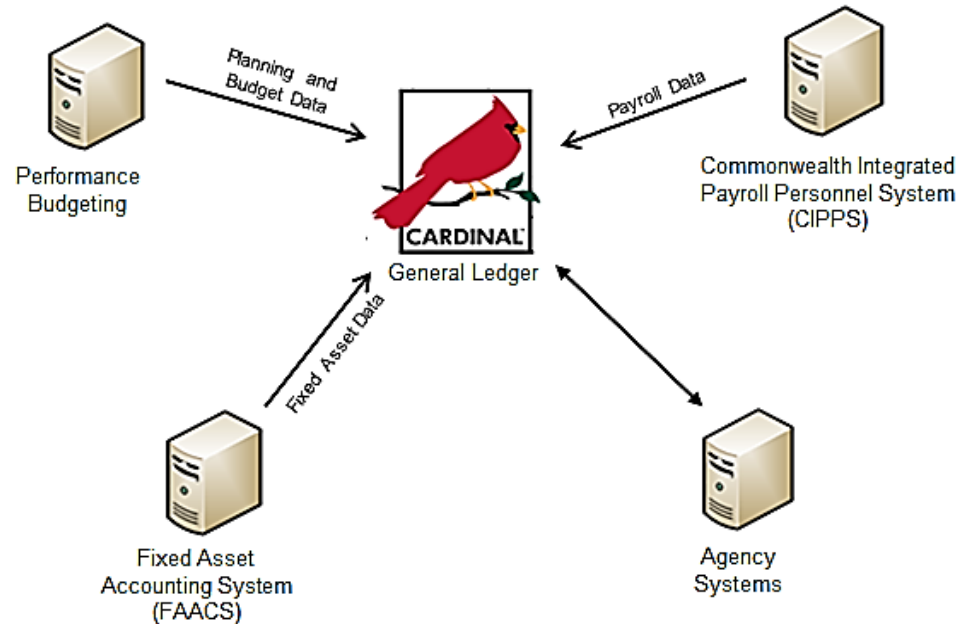




# Integration and Interfaces (continued)

External journal interfaces to the General Ledger:

- **Commonwealth Integrated Payroll/Personnel System (CIPPS):** Sends payroll data to the General Ledger.
- **Agency Financial Systems:** Cardinal receives journal data through the Journal Upload process from external agency financial systems through a nightly batch process. Agencies receive journal data from Cardinal through a nightly batch process and can use the journal data to reconcile back to their agency system. Excel spreadsheets can also be uploaded into Cardinal to create journals. They are edited and budget checked once they are uploaded.
- **Department of Planning and Budget:** Creates Appropriation, Allotment, Operating Plan, and Revenue Estimate budget journals which are sent to Cardinal.
- **Fixed Asset Accounting System (FAACS):** Sends asset and depreciation financial activity to Cardinal for posting to the General Ledger, used to produce the capital asset financial disclosures for the Comprehensive Annual Financial Report (CAFR).





# Lesson 1: Summary

1

## Journal Overview

In this lesson, you learned:

- The General Ledger is the functional area that establishes the financial accounts used in processing transactions, creating budgets and financial statements, and providing source data for reporting.
- Other Cardinal modules feed different types of financial data that become journal entries in the General Ledger.
- The General Ledger interfaces with external third party systems that generate journals.



## Lesson 2: Introduction

2

Create Journals

This lesson covers the following topics:

- Overview
- Manual journals
- Spreadsheet journals
- Agency to Agency (ATA) transfer journals



# Create Journals: Overview

Journals may be created in several different ways:

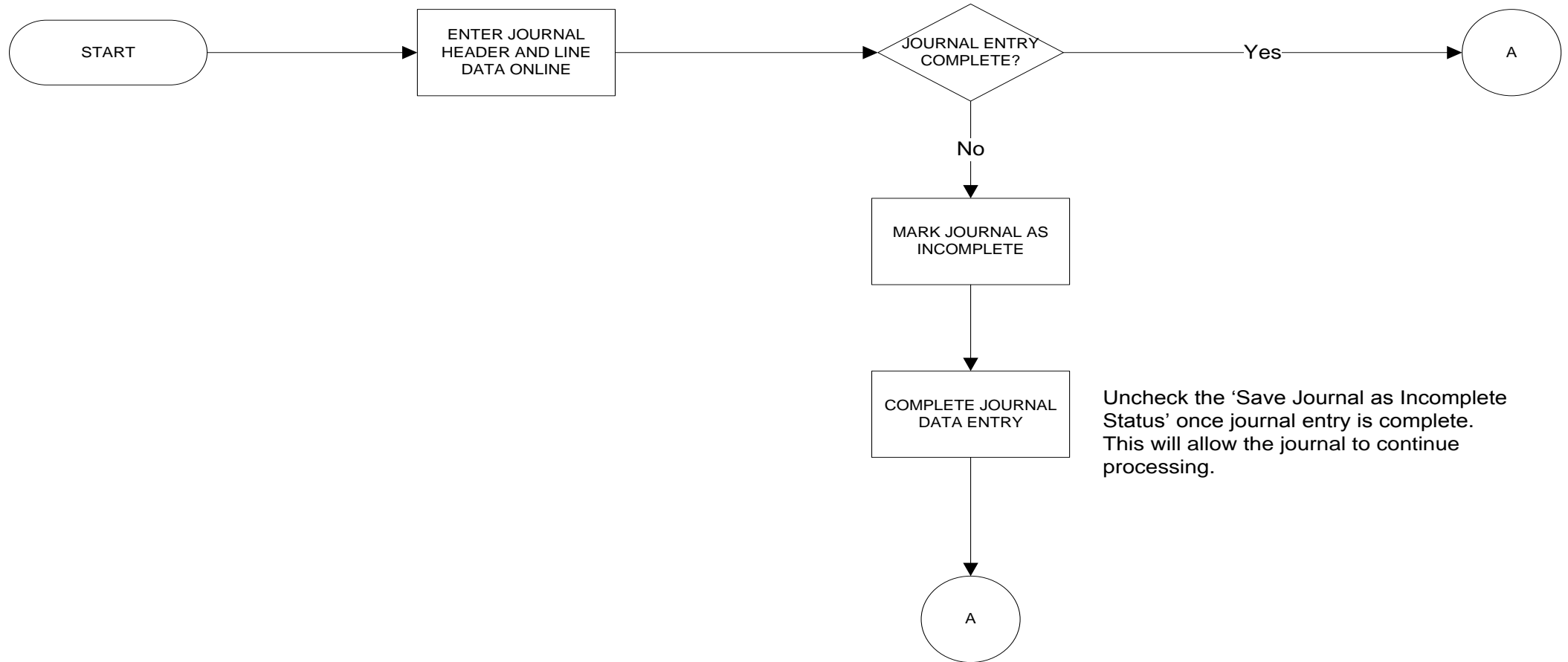
- **Manual:** Manual journals are created online under Journal Entry using header and lines tabs.
- **Other Cardinal Modules:** For the modules below, accounting entries are created, processed, approved, edited (for ChartField validation only), and budget checked. Journals from these Cardinal modules are created and processed through batch jobs, and are fully edited before they post to the General Ledger.
  - Accounts Payable
  - Expense
  - Accounts Receivable – Funds Receipts

The Journal Generator process formats the accounting entries, creates the journal(s), edits and posts the journals.

- **Inbound External Third Party and External Agency Systems:** External third party systems, such as the Commonwealth Integrated Payroll/Personnel System (CIPPS) and external agencies' systems, create files that are staged for batch processing to create journals in the General Ledger.
- **Spreadsheet:** Spreadsheets can be used to upload journal data. Accounting data used to create journals can be copied into the spreadsheet template and an Excel macro creates a file that can be uploaded and used to create a journal in Cardinal.

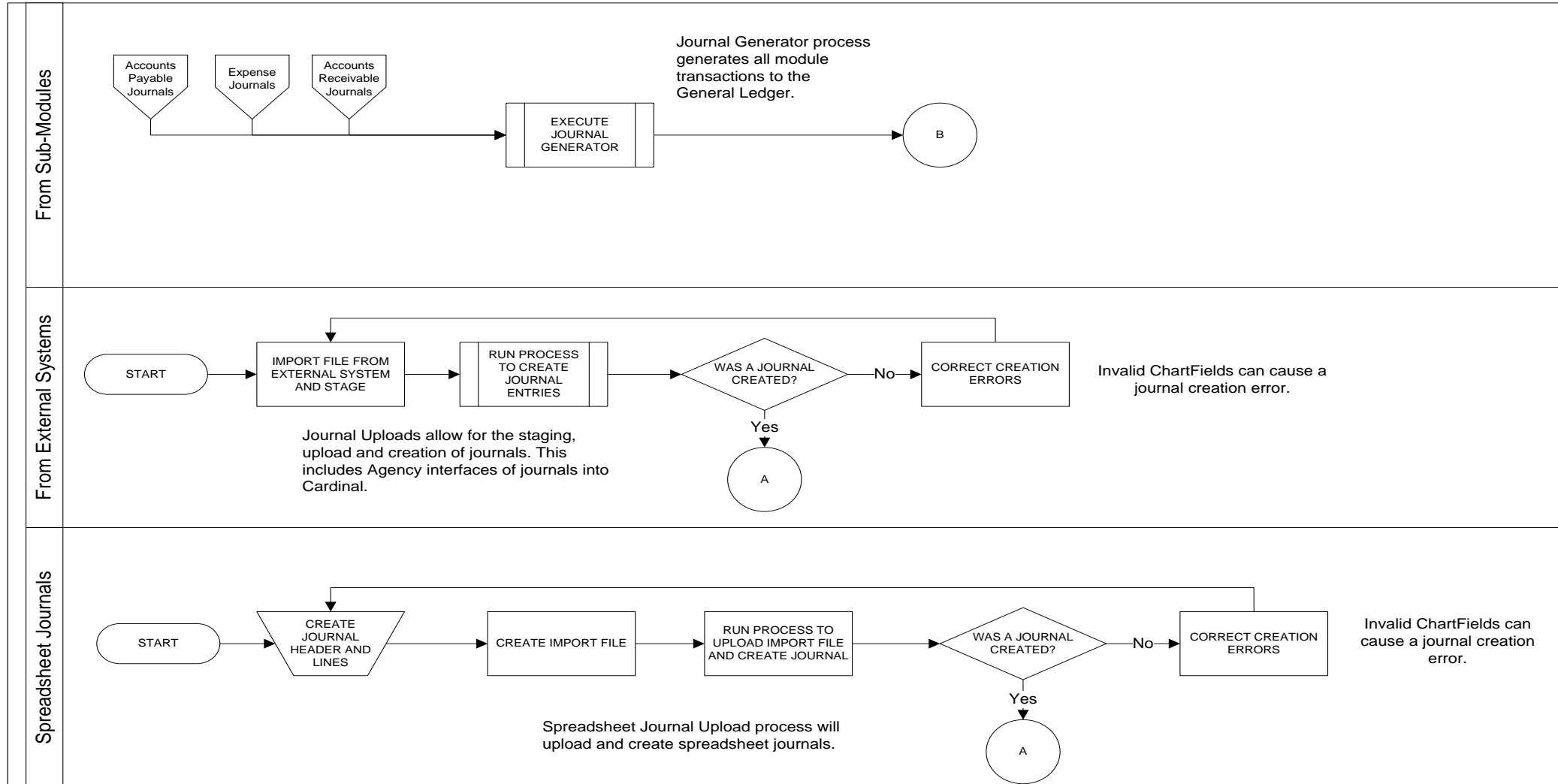


# Create Journals: Manual





# Create Journals: Batch







# Create Journals: Requirements

All journal entries must meet certain requirements. Each journal entry must:

Requirement	Key Points
A Header	Contains the information that identifies the journal <ul style="list-style-type: none"><li>• Business Unit</li><li>• Journal ID</li><li>• Journal Date</li></ul>
At least two journal lines	Total debits equal total credits for a single journal
Balance	The sum of the debits must equal the sum of the credits
Account Information	Classifies the transaction
Be approved	



# Create/Update Journal Entries

A manual journal is a journal created directly in Cardinal.

Manual journal entries are initiated online from the **Create/Update Journal Entries** page. These types of journals are often referred to as online journals.

To create a manual journal entry, navigate to the **Create/Update Journal Entries** page using the following path:

**Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

Favorites ▾Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Create/Update Journal Entries

Find an Existing ValueAdd a New Value

Business Unit15100Journal IDNEXTJournal Date10/31/2019

Add

Find an Existing Value | Add a New Value



# Create/Update Journal Entries (continued)

On the **Add a New Value** tab, enter the following fields :

- **Business Unit** identifies the Agency. For example, the Department of Accounts (DOA) is **15100**.
- **Journal ID** defaults to **NEXT** and, for online agencies, cannot be changed. When the journal is saved, Cardinal automatically updates the **NEXT** value to a sequentially assigned number.
- For interfacing agencies, the **Journal ID** can be changed to a **Journal ID** from the agency system allowing for reconciliation of a journal in Cardinal back to the agency's system.

Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

### Create/Update Journal Entries

Find an Existing Value **Add a New Value**

Business Unit 15100

Journal ID NEXT

Journal Date 10/31/2019

Add

Find an Existing Value | Add a New Value



# Create/Update Journal Entries (continued)

- The **Journal Date** defaults to the current date but can be changed. This date determines the accounting period and fiscal year to which the journal posts.
- If a date is entered that is outside of the defined open periods, a warning message displays but does not require the date be changed. Verify the date selected is correct.
- A journal created outside of an open period will not pass the Edit process. The journal date of 10/31/2019 in the message to the right, is only shown as an example.

Click the **Add** button. If the date is outside of the current open dates the warning message will be displayed.

Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

### Create/Update Journal Entries

Find an Existing Value Add a New Value

Business Unit 15100  
Journal ID NEXT  
Journal Date 10/31/2019

Add

Find an Existing Value | Add a New Value

Message

Journal Date 2014-05-01 is not within the open period: fiscal year 2019 period 1 to fiscal year 2020 period 12. (5010,2)

OK Cancel



# Create/Update Journal Entries: Header Tab

The journal **Header** tab displays. The **Unit**, **Journal ID** and **Date** entered on the **Add a New Value** tab are populated.

Key items on the journal header include:

- **Long Description:** Used to provide a description/purpose for the journal entry.
- **Ledger Group:** Automatically populates based on the setup of your Cardinal User ID. The **Ledger Group** defines where to post the journal.
- **Source:** This field automatically populates based on the setup of your Cardinal User ID and identifies the journal's originating location.
  - For example, if a journal is entered online, the field defaults to **ONL**, indicating that this journal originated online.

**Note:** \* indicates a required field.

The screenshot shows the 'Create/Update Journal Entries' form with the 'Header' tab selected. The form contains several fields and sections:

- Unit:** 15100
- Journal ID:** NEXT
- Date:** 11/01/2019
- Long Description:** A text area with a 254 character limit.
- \*Ledger Group:** ACTUALS (with a search icon)
- Ledger:** (with a search icon)
- \*Source:** ONL (with a search icon)
- Reference Number:** (empty)
- Journal Class:** (with a search icon)
- Transaction Code:** GENERAL (with a search icon)
- SJE Type:** (dropdown menu)
- Adjusting Entry:** Non-Adjusting Entry (dropdown menu)
- Fiscal Year:** 2020
- Period:** 5
- ADB Date:** 11/01/2019
- Currency Defaults:** USD / CRRNT / 1
- Attachments (0):** (with a search icon)
- Commitment Control:** (checkbox)
- Reversal:** Do Not Generate Reversal
- PC Send Indicator:** Send to PC (dropdown menu)
- PC Split Indicator:** Split Project Lines (dropdown menu)

Additional options on the right side include:

- ☐ Auto Generate Lines
- ☒ Save Journal Incomplete Status
- ☐ Autobalance on 0 Amount Line
- ☐ CTA



# Create/Update Journal Entries: Header Tab (continued)

- **Adjusting Entry:** Defaults to **Non-Adjusting Entry** and should not be changed.
- **Fiscal Year and Period:** Default based on the **Journal Date** entered on the **Add a New Value** tab.
- **Transaction Code:** Defaults to **GENERAL** and should not be changed.
- **SJE (Standard Journal Entry) Type:** Left blank unless a model journal is being created. Model journals are not commonly used in Cardinal because they are difficult to modify.

The screenshot shows the 'Create/Update Journal Entries' form, Header Tab. The form is titled 'Create/Update Journal Entries' and has tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Header' tab is selected. The form contains the following fields and options:

- Unit: 15100
- Journal ID: NEXT
- Date: 10/31/2019
- Long Description: (empty text box)
- \*Ledger Group: ACTUALS (dropdown menu)
- Ledger: (empty text box)
- \*Source: ONL (dropdown menu)
- Reference Number: (empty text box)
- Journal Class: (empty text box)
- Transaction Code: GENERAL (dropdown menu)
- SJE Type: (empty dropdown menu)
- Adjusting Entry: Non-Adjusting Entry (dropdown menu)
- Fiscal Year: 2020
- Period: 4
- ADB Date: 10/31/2019
- Auto Generate Lines: ☐
- Save Journal Incomplete Status: ☒
- Autobalance on 0 Amount Line: ☐
- CTA: ☐
- Currency Defaults: USD / CRRNT / 1
- Attachments (0) Commitment Control
- Reversal: Do Not Generate Reversal
- PC Send Indicator: Send to PC (dropdown menu)
- PC Split Indicator: Split Project Lines (dropdown menu)



# Create/Update Journal Entries: Header Tab (continued)

- **Attachments:** Allows the attachment of necessary or relevant documents associated with a journal entry.

The **Attachments** feature does not substitute for retention requirements of original documentation that may be required by statute or policy. For security reasons, Cardinal allows only certain file types. For a detailed listing of the file extensions allowed as attachments in Cardinal, see the appendix section of this course

Update the fields and add the attachments if desired by clicking the **Attachments** link.

- **Reversal: Do Not Generate Reversal:** Creates automatically reversing entries (as with an accrual) in a pre-defined period. If a journal is designated as reversing, all journal lines reverse.

Contact DOA General Accounting for assistance.

**Note:** This is not commonly used.

Unit 15100 Journal ID NEXT Date 10/31/2019

Long Description  254 characters remaining

\*Ledger Group ACTUALS  Ledger  \*Source ONL

Reference Number  Journal Class  Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Adjusting Entry Non-Adjusting Entry

Fiscal Year 2020 Period 4 ADB Date 10/31/2019

☐ Auto Generate Lines ☒ Save Journal Incomplete Status ☐ Autobalance on 0 Amount Line

☐ CTA

PC Send Indicator Send to PC PC Split Indicator Split Project Lines

Attachments (0) Commitment Control

Reversal: Do Not Generate Reversal



# Create/Update Journal Entries: Header Tab (continued)

- **Save Journal Incomplete Status:**
  - An online journal (whether manual or spreadsheet upload) can be saved in an incomplete status to be completed later.
  - Journals saved with an incomplete status are not batch edited or budget checked.
  - Ensure the **Save Journal Incomplete Status** check-box is selected.
  - Once saved, the journal status is updated to **T - Journal Entry Incomplete** and the journal is bypassed during batch processing until the check-box is cleared. Before saving, additional fields may be required.

Click on the **Lines** tab to continue creating the journal.

The screenshot shows the 'Create/Update Journal Entries' form in the 'Header' tab. The 'Lines' tab is highlighted in red. The form contains various fields for journal entry creation, including 'Unit', 'Journal ID', 'Date', 'Long Description', 'Ledger Group', 'Ledger', 'Source', 'Reference Number', 'Journal Class', 'Transaction Code', 'SJE Type', 'Currency Defaults', 'Attachments', 'Commitment Control', 'Reversal', 'PC Send Indicator', 'PC Split Indicator', 'Entered By', 'Entered On', 'Last Updated On', 'Auto Generate Lines', 'Save Journal Incomplete Status', 'Autobalance on 0 Amount Line', and 'CTA'. The 'Save Journal Incomplete Status' checkbox is checked and highlighted in red. The 'Lines' tab is also highlighted in red.

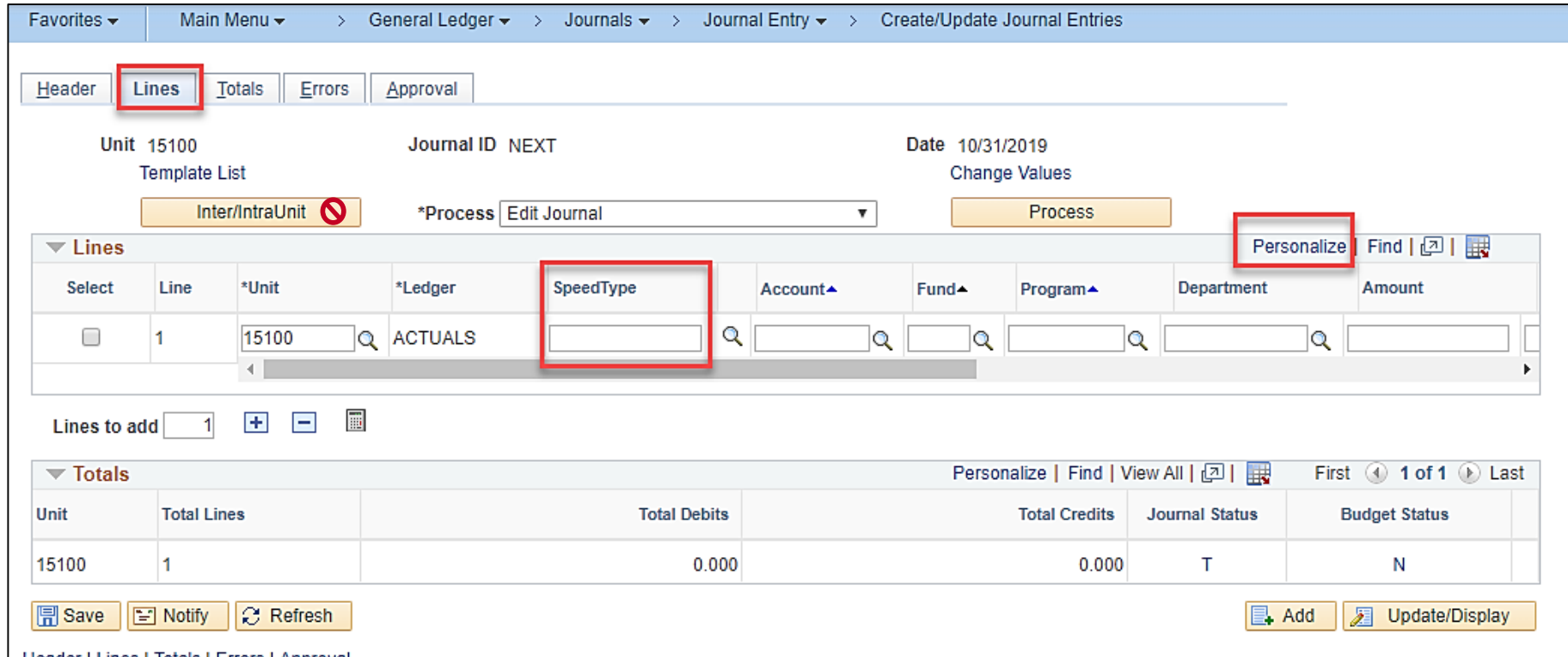


# Create/Update Journal Entries: Lines Tab

The journal **Lines** tab displays. Journal entry lines record the monetary amounts and ChartField values associated with each transaction. **SpeedTypes** can be used here to automatically populate a predetermined Chart of Accounts value string. Contact the agency ChartField Administrator to have a SpeedType added

The **Personalize** link allows the user to change the order in which the ChartFields display.

**DO NOT TOUCH THIS RADIO BUTTON.** If executed processing issues may occur.



Unit 15100 Journal ID NEXT Date 10/31/2019  
Template List Change Values

Inter/IntraUnit ☒ \*Process Edit Journal Process

Personalize Find | View All | Print

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Amount
<input type="checkbox"/>	1	15100	ACTUALS						

Lines to add 1 + -

Personalize | Find | View All | Print First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	1	0.000	0.000	T	N

Save Notify Refresh Add Update/Display



# Create/Update Journal Entries: Journal Line Copy Down Template

Another option available from the **Lines** tab, the journal line copy down template feature allows copying of specific ChartFields from one line to the next to speed up manual journal entry.

To use the journal line copy down feature, select the **Template List** link to display the **Journal Entry Template List** page.

Navigation: Favorites ▾ | Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Header | **Lines** | Totals | Errors | Approval

Unit: 15100 | Journal ID: NEXT | Date: 11/05/2019  
**Template List** | Change Values

Inter/IntraUnit | \*Process: Edit Journal | Process

▼ **Lines** | Personalize | Find | |

Select	Line	*Unit	*Ledger	SpeedType	Account▲	Fund▲	Program▲	Department	Amount
<input type="checkbox"/>	1	15100	ACTUALS						

Lines to add:

▼ **Totals** | Personalize | Find | View All | | | First ◀ 1 of 1 ▶ Last

Unit	Total Lines	Total Debits▲	Total Credits	Journal Status	Budget Status▼
15100	1	0.00	0.00	T	N

Save | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval



# Create/Update Journal Entries: Journal Line Copy Down Template (continued)

**Journal Entry Template** grid fields cannot be edited. These are the fields that display on the journal lines.

The **Journal Line Copy Down** grid is used to select the ChartFields to copy down from one line to the next:

- Select the check-boxes for the ChartFields to copy to any additional lines. In this example, **Unit**, **Ledger** and **Fund** are selected.
- Click the **OK** button to return to the **Lines** tab.

Journal Entry Template List

Journal Entry Template - Show Journal Line Grid Columns

Personalize | Find | View All | First 1 of 1 Last

Selected	Template Type	Template ID	Default	Unit	Ledger	Speed Type	Event	Account	Fund	Program
<input checked="" type="checkbox"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Journal Line Copy Down - Copy Journal Line Columns to New Lines

Personalize | Find | View All | First 1 of 1 Last

Selected	Action	Template Type	Copy Down ID	Default	Unit	Ledger	Event	Account	Fund	Program
<input checked="" type="checkbox"/>		All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

OK Cancel Refresh



# Create/Update Journal Entries: Journal Line Copy Down Template (continued)

- Enter the ChartField values on Line 1.
- To add additional lines, enter the number of lines in the **Lines to add** field.
- Click the **(+)** button to the right of the **Lines to add** field.
- The additional lines are added and the fields selected to copy down are copied to the new lines.

Navigation: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Unit 15100      Journal ID NEXT      Date 10/31/2019  
Template List      Change Values

Inter/IntraUnit \*Process Edit Journal      Process

**Lines**      Personalize | Find |

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Amount
<input type="checkbox"/>	1	15100	ACTUALS		4009026	02111	737001	95400	
<input type="checkbox"/>	2	15100	ACTUALS			02111			

Lines to add  **(+)**

**Totals**      Personalize | Find | View All |      First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	0.00	0.00	T	N

Buttons: Save    Notify    Refresh      Add    Update/Display



# Create/Update Journal Entries: Journal Line Copy Down Template (continued)

As journal lines are entered, click the calculator icon to display a running total of the actual debits, credits, and total lines.

A single journal entry must contain at least two lines where total debits equal total credits.

The **Totals** tab allows verification of amounts in the journal entry. It displays the net difference between the amounts entered and control totals, if the control totals are entered manually.

The **Errors** and **Approval** tabs are not used during the creation of journal entries. These tabs are used when the journal is ready for processing.

Click the **Save** button.

Unit 15100 Journal ID NEXT Date 10/31/2019  
Template List Change Values  
Inter/IntraUnit \*Process Edit Journal Process

Select	Line	rtment	Amount	Stat	Stat Amt	Reference	Journal Line Description	PC Status
<input type="checkbox"/>	1		5,000.00				Charge Card Rebate Fees	Not Distributed
<input type="checkbox"/>	2		-5,000.00					Not Distributed

Lines to add 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	5,000.00	5,000.00	T	N

Save Notify Refresh Add Update/Display



# Create/Update Journal Entries: Edit

From the journal lines tab click on Process for **Edit** Journal. After a brief pause, the following message appears:

The screenshot shows the 'Create/Update Journal Entries' window. The 'Lines' tab is selected. The 'Process' button is highlighted. A confirmation message is displayed:

**Message**

Would you like to wait for confirmation that the Edit process has completed? (5010,465)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.

**Yes** **No**

The interface also shows the following details:

- Unit: 15100
- Journal ID: 0001289129
- Date: 10/31/2019
- Template List
- Search Criteria
- Change Values
- View Audit Logs
- Inter/IntraUnit (disabled)
- \*Process: Edit Journal
- Process (button)
- Line: 2
- Personalize | Find | [Icons]
- Lines table:

Select	Line	*Unit	*Ledger
<input type="checkbox"/>	1	15100	ACTUALS
<input type="checkbox"/>	2	15100	ACTUALS

Lines to add: 1 [Add] [Remove] [Grid]

Totals table:

Unit	Total Lines
15100	2

Buttons: Save, Notify, Refresh, Add, Update/Display

There are three possible actions the user can take to complete the action:

- Click Yes
- Click No
- Do Nothing



# Create/Update Journal Entries: Edit (continued)

If the user clicks **Yes** the Journal Entry action is completed and the page will display as shown below.

**Edit page will be display as:**

Navigation: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Unit 15100      Journal ID 0001289129      Date 10/31/2019      ☐ Errors Only  
Template List      Search Criteria      Change Values      View Audit Logs  
Inter/IntraUnit ☒      \*Process Edit Journal      Process      Line 10

▼ Lines      Personalize | Find | [Print] | [Grid]

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Amount
<input type="checkbox"/>	2	15100	ACTUALS		5013110	01000	799001	92100	-5,000.00
<input type="checkbox"/>	1	15100	ACTUALS		5013120	01000	799001	92100	5,000.00

Lines to add 1      +      -      [Grid]

▼ Totals      Personalize | Find | View All | [Print] | [Grid]      First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	5,000.00	5,000.00	V	V

Save      Return to Search      Notify      Refresh      Add      Update/Display

Header | Lines | Totals | Errors | Approval



# Create/Update Journal Entries: Edit

If the user clicks **No** when completing the **EDIT** process the Journal Entry action will create a message. Make a note of the process instance number.

The screenshot shows the 'Create/Update Journal Entries' form. A confirmation message dialog is displayed over the form, asking: 'Would you like to wait for confirmation that the Edit process has completed? (5010,465)'. The dialog also contains the text: 'Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.' There are 'Yes' and 'No' buttons at the bottom of the dialog. The background form shows a table of journal entry lines with columns for Line, Unit, Ledger, and various numerical values.

Click ok and navigate to the Process Monitor to referenced process instance 10648794.

The screenshot shows the 'Create/Update Journal Entries' form with search criteria filled out. A confirmation message dialog is displayed over the form, asking: 'Journal has been scheduled for edit. The process instance number is 10025671. (5010,466)'. The dialog also contains the text: 'Please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.' There is an 'OK' button at the bottom of the dialog. The background form shows search criteria for Business Unit, Journal ID, Journal Date, Document Sequence Number, Line Business Unit, Journal Header Status, Budget Checking Header Status, Source, User ID, and Attachment Exist.





# Create/Update Journal Entries: Edit (continued)

**Main Menu > People Tools > Process Scheduler > Process Monitor**

In the **Instance From** field enter the Instance number referenced in the prior message.

**Click Refresh.** The **Run Status** will display the transaction is successful.

Favorites ▾ Main Menu ▾ > PeopleTools ▾ > Process Scheduler ▾ > Process Monitor

Process List

View Process Request For

User ID  Type ▾ Last ▾ 100 Days ▾ Refresh

Server ▾ Name  Instance From  Instance To  Report Manager

Run Status ▾ Distribution Status ▾ ☒ Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10648794		Application Engine	GL_JEDIT_0	PPS1_KAREN.GHOLSON	10/31/2019 12:42:48PM EDT	Success	Posted	Details

Click on **Details** link



# Create/Update Journal Entries: Edit (continued)

Click on **View Log** link. The **LOG** will display under the name field. Click on the **LOG** and validate the process is completed successfully.

Process Detail

Process

Instance 10648794

Type Application Engine

Name GL\_JEDIT\_0

Description PS/GL Online Journal Edit

Run Status Success

Distribution Status Posted

Run

Update Process

Run Control ID ONLJEPPS1\_KAREN.GHOL0000000004

Location Server

Server PSUNIX2

Recurrence

Hold Request

Queue Request

Cancel Request

☒ Delete Request

Re-send Content

Restart Request

Date/Time

Actions

Request Created On 10/31/2019 12:42:48PM EDT

Run Anytime After 10/31/2019 12:42:48PM EDT

Began Process At 10/31/2019 12:43:00PM EDT

Ended Process At 10/31/2019 12:43:29PM EDT

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

OK

Cancel

View Log/Trace

Report

Report ID 47310731

Process Instance 10648794

Message Log

Name GL\_JEDIT\_0

Process Type Application Engine

Run Status Success

PS/GL Online Journal Edit

Distribution Details

Distribution Node fintrn

Expiration Date 11/30/2019

File List

Name	File Size (bytes)	Datetime Created
AE_GL_JEDIT_0_10648794.log	643	10/31/2019 12:43:29.723685PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	PPS1_KAREN.GHOLSON

Return



# Create/Update Journal Entries: Edit (continued)

The following is displayed on the **LOG**

```
PeopleTools 8.57.04 - Application Engine
Copyright (c) 1988-2019 Oracle and/or its affiliates.
All Rights Reserved

Begin request number 1 for User ID "PPS1_KAREN.GHOLSON" and n Control ID "ONLJEPPS1_KAREN.GHOL0000000004". (5860,6)

0 Row(s) Processed (13120,8)

Commitment Control Budget Processing has begun. (18021,56)

Request Statistics. Documents Processed: 1, Errors: 0, Warnings: 0 (18021,59)

Commitment Control Budget Processing Complete. (18021,52)

End request 1 for "PPS1_KAREN.GHOLSON" / "ONLJEPPS1_KAREN.GHOL0000000004". Header errors: 0; Line errors: 0. (5860,7)
Application Engine program GL_JEDIT_0 ended normally
```

**NOTE:** When the user initiates the Edit or Post process and receives the warning message but **does not respond** to the message and instead closes the browser tab and returns to the journal in Cardinal, the journal entry **WILL NOT PROCESS AN EDIT OR POST**.



## Lesson 2: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.



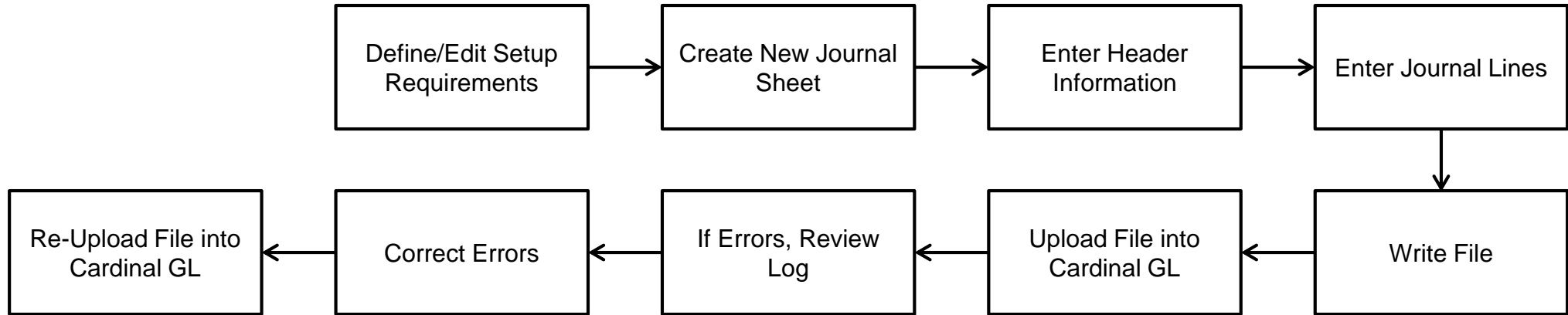


# Spreadsheet Journals

Another way to create a journal is by uploading a spreadsheet journal from an Excel spreadsheet.

The **JRNL1.xls** workbook is the Cardinal Spreadsheet Journal Import user interface. This spreadsheet is used to prepare and enter journals, group and manage journals in journal sheets, and import journals into Cardinal. This interface helps create large journals more efficiently.

The Spreadsheet Journal Import document creates a text file that can be imported into Cardinal.





# Spreadsheet Journals: Prerequisites

Before uploading a spreadsheet journal, Microsoft Excel must be set up to accept macros in the security settings.

There are two files used to import spreadsheet journals into the General Ledger. These files are located on the Cardinal website in **Forms** under **Resources** and must be copied into the same folder on your computer:

- **GL Journal Spreadsheet Upload Excel Template (JRNL1.xls):** Journal workbook used to create and import journals. This file can be renamed but the file extension must remain **.xls**. Multiple journal workbooks can be created by saving the original JRNL1.xls file with a new filename.
- **GL Journal Spreadsheet Upload XLA Macro File (JRNLMCRO.xls):** Not used to create journals but must be downloaded so the **JRNL1.xls** file macros work properly. The filename extension needs to be changed from **.xls** to **.xla** when saving it to your computer. Once saved, however, the macro file, **JRNLMCRO.xla**, must not be changed or renamed.

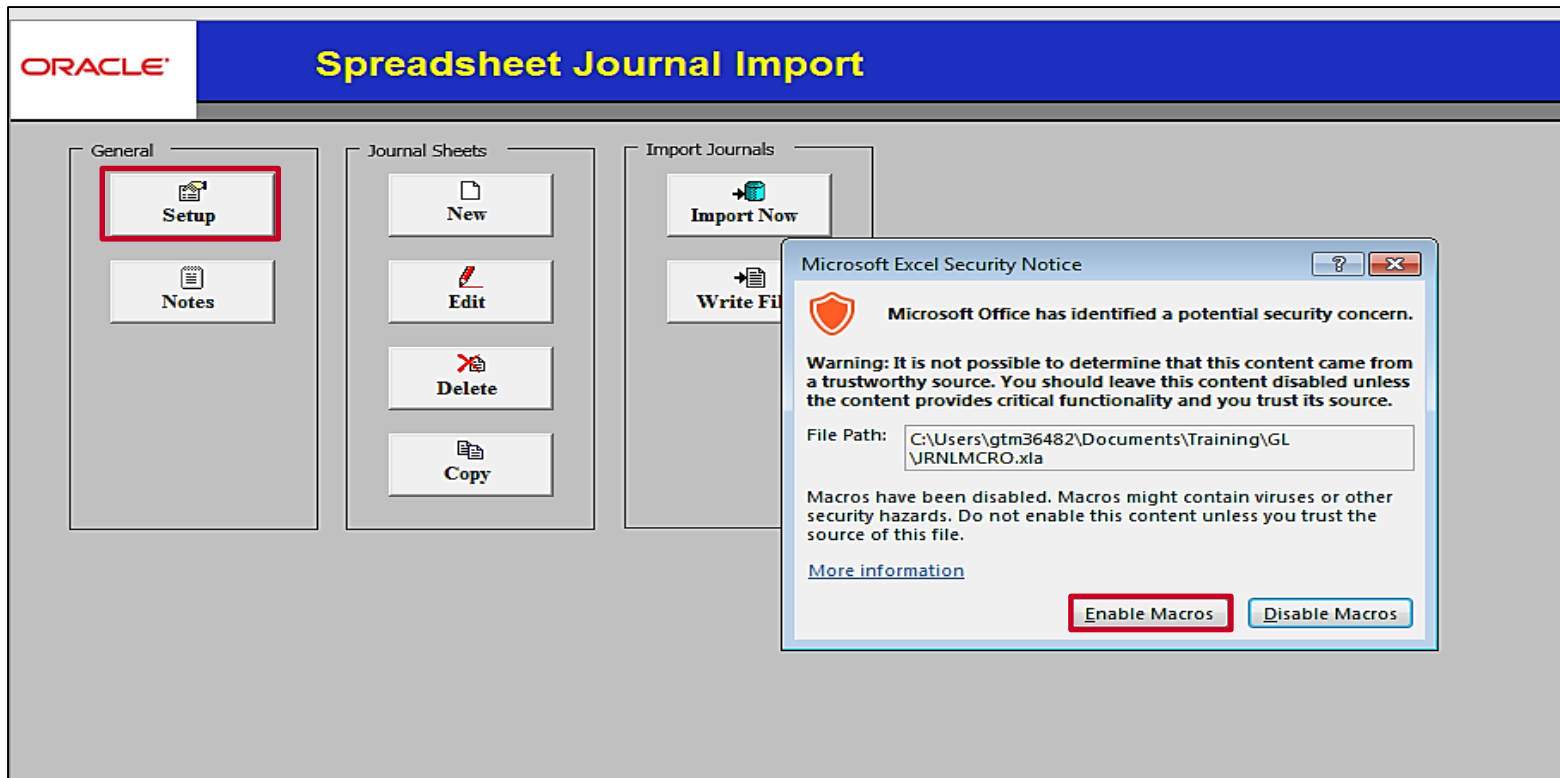
For more detailed information about downloading these files, see the statewide job aid entitled **GL332: Uploading Spreadsheet Journals** located on the Cardinal website in **Job Aids** under **Training**.



# Spreadsheet Journals: Define/Edit Setup Requirements

To begin creating the spreadsheet journal, access the **Spreadsheet Journal Import** control page by opening **JRNL1.xls**. If prompted, choose to **Enable Macros**. The **JRNLMCRO.xla** file does not need to be open; however, the file does need to be in the same folder as the journal workbook.

Click the **Setup** button.





# Spreadsheet Journals: Define/Edit Setup Requirements (continued)

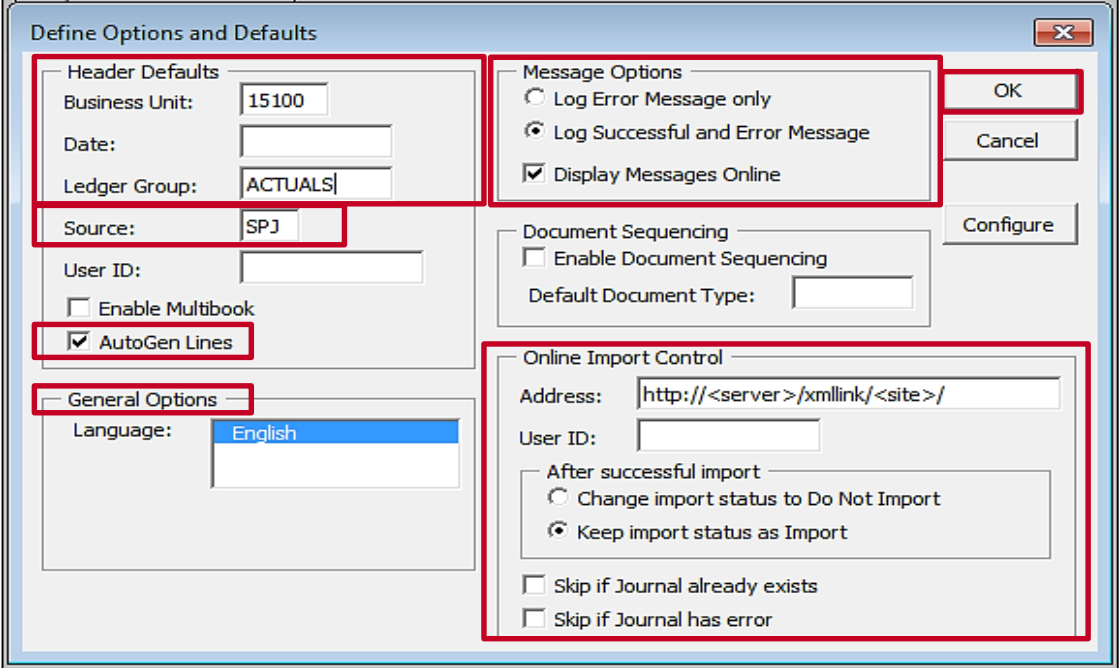
The **Define Options and Defaults** dialog box displays.

In the **Header Defaults** section, enter the **Business Unit** and **Ledger Group**. Cardinal recommends leaving the **Date** field blank, which allows use of this header for numerous journals going forward, with numerous journal sheets.

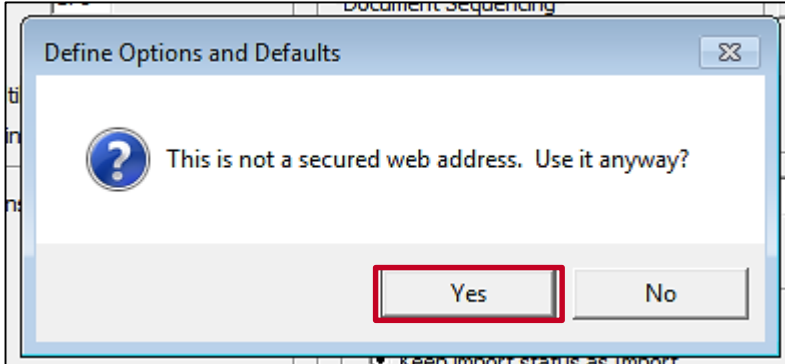
**Source**, **AutoGen Lines**, **General Options**, **Message Options**, and **Online Import Control** automatically populate. Information in these sections should not be changed.

Click the **OK** button.

The message **This is not a secured web address. Use it anyway?** displays. Click the **Yes** button.



The image shows the 'Define Options and Defaults' dialog box with several sections highlighted by red rectangles. The 'Header Defaults' section includes fields for 'Business Unit' (15100), 'Date' (blank), 'Ledger Group' (ACTUALS), 'Source' (SPJ), 'User ID' (blank), and checkboxes for 'Enable Multibook' (unchecked) and 'AutoGen Lines' (checked). The 'Message Options' section has radio buttons for 'Log Error Message only' (unchecked) and 'Log Successful and Error Message' (checked), and a checked checkbox for 'Display Messages Online'. The 'Document Sequencing' section has an unchecked checkbox for 'Enable Document Sequencing' and a 'Default Document Type' field. The 'Online Import Control' section has an 'Address' field with the value 'http://<server>/xmlink/<site>/', a 'User ID' field, and radio buttons for 'After successful import' with 'Change import status to Do Not Import' (unchecked) and 'Keep import status as Import' (checked). There are also checkboxes for 'Skip if Journal already exists' and 'Skip if Journal has error'. The 'OK' button is highlighted in the top right corner.



The image shows a warning dialog box with a question mark icon and the text 'This is not a secured web address. Use it anyway?'. The 'Yes' button is highlighted with a red rectangle.





# Spreadsheet Journals: Create a New Journal Sheet

The **Spreadsheet Journal Import** control page displays.

Click the **New** button to create a new journal sheet. The **New Journal Sheet** pop-up window displays. Enter a name for this spreadsheet. A journal sheet can contain multiple journals.

Click the **OK** button.

The screenshot shows the Oracle Spreadsheet Journal Import control page. The page has a blue header with the Oracle logo and the title "Spreadsheet Journal Import". Below the header, there are three main sections: "General", "Journal Sheets", and "Import Journals".

- General**: Contains buttons for "Setup" and "Notes".
- Journal Sheets**: Contains buttons for "New", "Edit", "Delete", and "Copy". The "New" button is highlighted with a red border.
- Import Journals**: Contains buttons for "Import Now" and "Write File".

A pop-up window titled "New Journal Sheet" is displayed in the foreground. It has a text input field labeled "New Journal Sheet Name:" and a "Journal Upload" button. The "OK" button is highlighted with a red border.



# Spreadsheet Journals: Create a New Journal Sheet (continued)

The following fields automatically populate based on the values entered on the **Setup** page:

- **Unit** (Business Unit)
- **Journal ID**
- **Journal Date**
- **Ledger Group**
- **Source**
- **Effective Date**

In the **Description** field, enter a journal description.

In the **Commitment Control Amount Type** field, always select **Actuals, Recognize, and Collect** from the drop-down.

Click the **OK** button.

**Note:** Do not use any special characters (e.g., %, &, -, etc.) in any field.

The screenshot shows the 'New Journal Header' dialog box in a software application. The dialog box is titled 'New Journal Header' and contains various fields for journal creation. The fields are organized into sections: 'System ID', 'Unit', 'Journal ID', 'Journal Date', 'Reference Number', 'Ledger Group', 'Ledger', 'Source', 'User ID', 'Journal Class', 'Transaction Code', 'Currency Information', 'Description', 'Commitment Control Amount Type', 'Agency Location Code', 'Reversal', and 'OK/Cancel' buttons. The 'Unit' field is set to '15100', 'Journal ID' is 'NEXT', 'Journal Date' is '09/25/2018', 'Reference Number' is empty, 'Ledger Group' is 'ACTUALS', 'Ledger' is empty, 'Source' is 'SPJ', 'User ID' is empty, 'Journal Class' is empty, 'Transaction Code' is empty, 'Currency Information' section includes 'Foreign Currency' (empty), 'Effective Date' (09/25/2018), 'Rate Type' (empty), and 'Exchange Rate' (empty). The 'Description' field contains 'Journal Upload GL332'. The 'Commitment Control Amount Type' is set to 'Actuals, Recognize and Collect'. The 'Agency Location Code' is empty. The 'Reversal' section has 'None' selected, with other options: 'Beginning of Next Period', 'End of Next Period', 'Next Day', and 'Specified Date'. The 'OK' and 'Cancel' buttons are at the bottom right.



# Spreadsheet Journals: Create a New Journal Sheet (continued)

Use the **Journal Lines** section to enter the debit and credit lines.

Use the **(+)/(-)** buttons for adding or removing journal lines. Enter the information for each journal line and, if any lines are added, delete those lines that are not populated. If copying and pasting from an Excel workbook into the journal spreadsheet, make sure to use Copy > Paste Special > Paste Values to maintain the existing format of the journal workbook.

Validation of the journal data is not performed until the file is uploaded into Cardinal. Be sure to manually check the balance to verify the net of the **Amount** column is zero (debits = credits). Because this is Excel, remember that highlighting the column of values gives a sum total at the bottom of the spreadsheet. If it is anything other than zero, make updates.

Spreadsheet Journal Import

Journal Header

Sys ID	Unit	Journal ID	Date	Description
1010	15100	NEXT	9/25/2018	Journal Upload GL332

Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	SpeedType	Fund	Program	Department	Cost Center	Task	FIPS	Amount	Stat	Stat Amount	Reference	Description
Select fields to copy from a previous line by marking the checkboxes under each field.																	
1010	NEXT	1	15100	ACTUALS	5011230		01000	724001	98300				20.00				Correct Department
1010	NEXT	2	15100	ACTUALS	5011230		01000	724001	98400				(20.00)				Correct Department

After all the lines have been entered for the journal, select File then Save from the Excel menu to save the workbook.

Click the Home icon to return to the Spreadsheet Journal Import page.



# Spreadsheet Journals: Write Journals to File

Once all required information is entered on the Excel spreadsheet, create the file to be uploaded as a spreadsheet journal into Cardinal GL.

On the **Spreadsheet Journal Import** home page, click the **Write File** button. The **Write Journals to File** box displays.

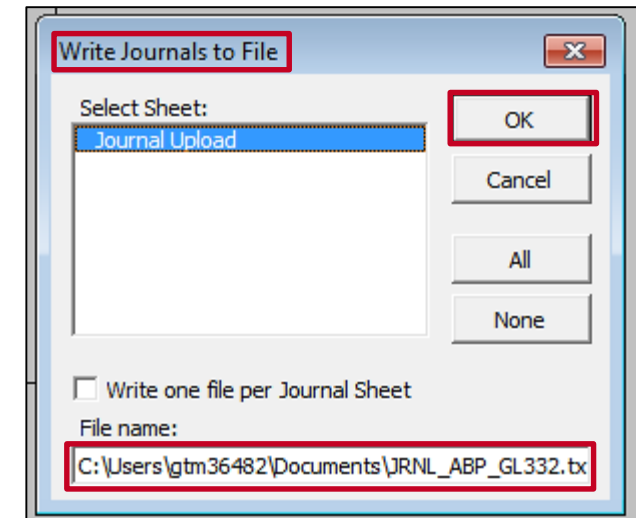
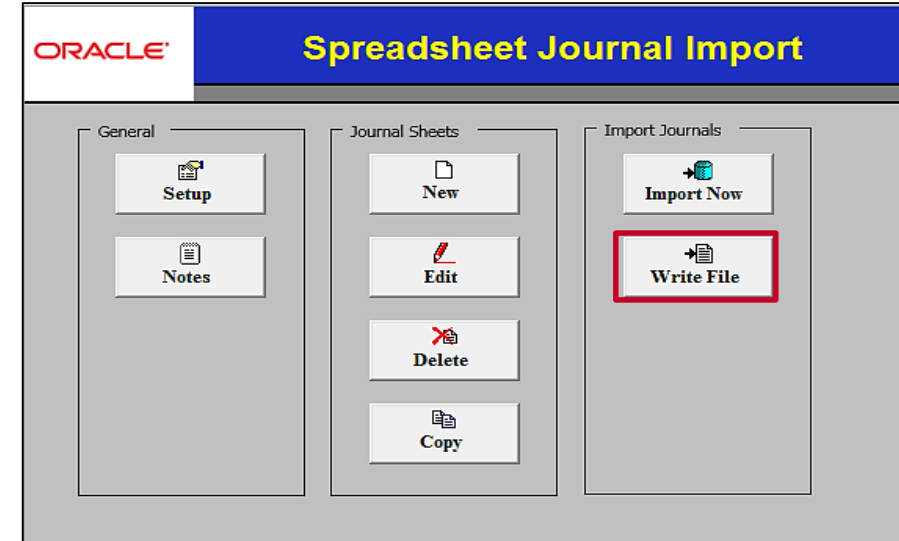
Highlight the desired sheet(s). Once the sheet(s) is selected, the highlighted color is blue.

The location of the file is listed under **File name**. The file extension, **.txt**, should not be changed, however, the name of the file can be changed.

Click the **OK** button. The file is created and saved to the computer. Close Excel.

**Note:** If more than one sheet is selected, and the **Write one file per Journal Sheet** check-box is unchecked, only one text file is created for all journal sheets selected. If more than one sheet is selected, and the **Write one file per Journal Sheet** check-box is checked, a text file for each journal is created, with separate identifiable names.

**Note:** The **Import Now** button is not used.





# Spreadsheet Journals: Upload File into Cardinal GL

After the journal file is created, upload the spreadsheet journal into Cardinal using the batch **Spreadsheet Journal Import** process:

- Log into Cardinal.
- Navigate to the **Spreadsheet Journal Import Request** page using the following path:

**Main Menu > General Ledger > Journals > Import Journals > Spreadsheet Journals**

- If this is the first time uploading a spreadsheet journal, select the **Add a New Value** tab to add a Run Control ID. If this is a recurring task, enter the **Run Control ID** and click the **Search** button to access the **Spreadsheet Journal Import Request** page.

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Import Journals ▾ > Spreadsheet Journals

### Spreadsheet Journal Import

Find an Existing Value Add a New Value

Run Control ID 123456789

Add

Find an Existing Value | Add a New Value



# Spreadsheet Journals: Upload File into Cardinal GL (continued)

The **Spreadsheet Journal Import Request** page displays. The default **Report Request Parameters** display for the batch import of the journal worksheet and should not be changed:

- **Number of Data Files:** Single data file
- **Character Set:** ISO\_8859-1
- **If Journal Already Exists:** Skip
- **If Journal is Invalid:** Skip

Favorites ▾Main Menu ▾ > General Ledger ▾ > Journals ▾ > Import Journals ▾ > Spreadsheet Journals

Spreadsheet Journal Import Request

Run Control ID 123456789Report ManagerProcess MonitorRun

Report Request Parameters

\*Number of Data FilesSingle data file ▾

\*Character SetISO\_8859-1 🔍

\*If Journal Already ExistsSkip ▾

\*If Journal is InvalidSkip ▾

Journal Processing Options

☐ Edit Journal(s)

☐ Recalc Exchange Rates

☐ Approval Option

AddDeleteView

Attached File

SaveReturn to SearchPrevious in ListNext in ListNotifyAddUpdate/Display



# Spreadsheet Journals: Upload File into Cardinal GL (continued)

## Additional Report Request Parameters:

- **Journal Processing Options**
  - **Edit Journal(s)** – This field should remain unchecked.
  - **Approval Option** - This field should remain unchecked.
- To upload the journal spreadsheet file created and saved earlier to your computer, click the **Add** button to attach it.

The screenshot shows the 'Spreadsheet Journal Import Request' form. The breadcrumb trail at the top is: Favorites > Main Menu > General Ledger > Journals > Import Journals > Spreadsheet Journals. The form title is 'Spreadsheet Journal Import Request'. Below the title, the 'Run Control ID' is 123456789. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameters' section contains four dropdown menus: '\*Number of Data Files' (Single data file), '\*Character Set' (ISO\_8859-1), '\*If Journal Already Exists' (Skip), and '\*If Journal is Invalid' (Skip). To the right of these is a 'Journal Processing Options' box with three unchecked checkboxes: 'Edit Journal(s)', 'Recalc Exchange Rates', and 'Approval Option'. At the bottom left of the parameters section are 'Add', 'Delete', and 'View' buttons. Below these is an 'Attached File' label. The footer contains a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Spreadsheet Journal Import Request

Run Control ID 123456789

Report Manager Process Monitor Run

**Report Request Parameters**

\*Number of Data Files Single data file

\*Character Set ISO\_8859-1

\*If Journal Already Exists Skip

\*If Journal is Invalid Skip

**Journal Processing Options**

☐ Edit Journal(s)

☐ Recalc Exchange Rates

☐ Approval Option

Add Delete View Attached File

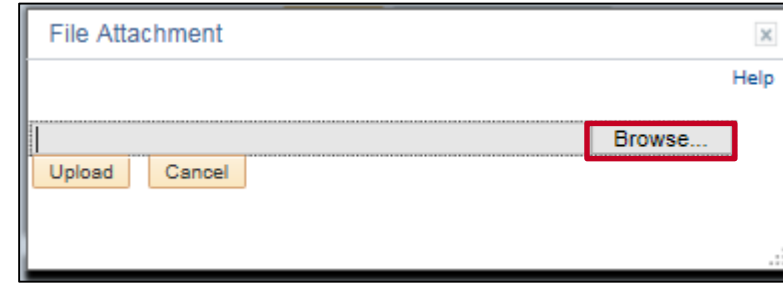
Save Return to Search Previous in List Next in List Notify Add Update/Display



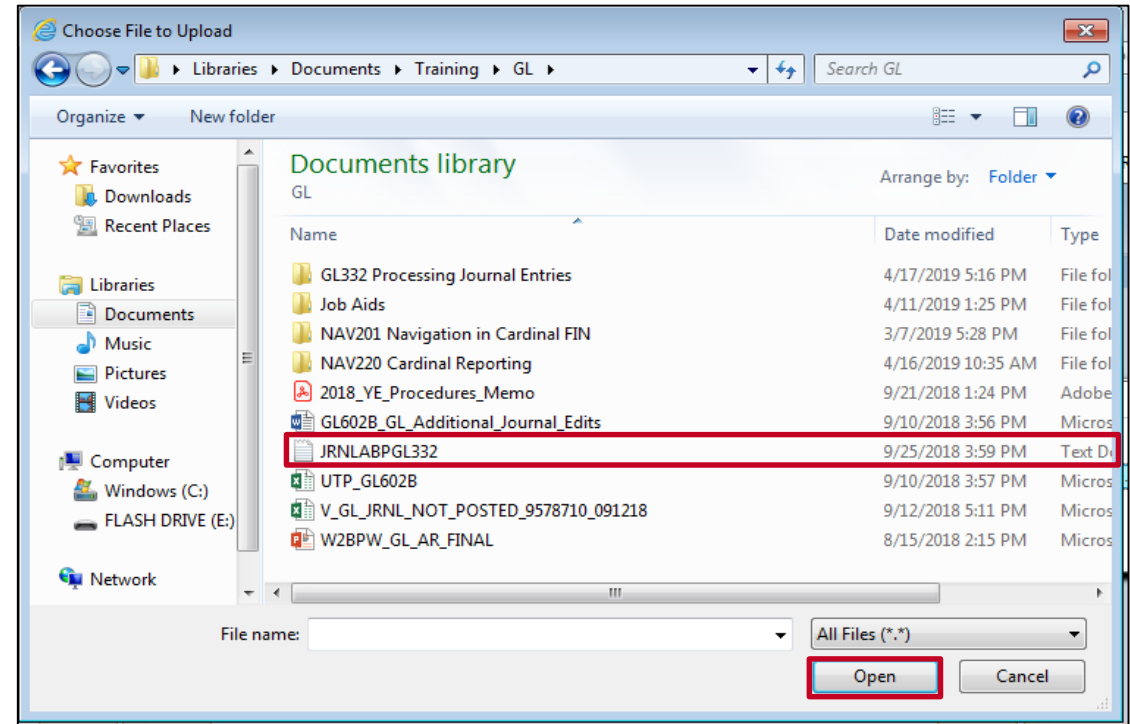
# Spreadsheet Journals: Upload File into Cardinal GL (continued)

The **File Attachment** window displays.

Click the **Browse** button (if using Windows 7) or click the **Choose File** button (if using Windows 10) to find the location of the Excel file to be uploaded, and select the file. The **Choose File to Upload** window displays.



- Find and highlight the **.txt** file that was created earlier for upload.
- Once the file is highlighted, click the **Open** button.
- Click the **Upload** button.







# Spreadsheet Journals: Upload File into Cardinal GL (continued)

The **File Attachment** window displays and the file selected shows in the **File Attachment** file name box.

- Click the **Upload** button to attach the selected file.

A dialog box titled "File Attachment" with a close button in the top right. It contains a text field with the path "C:\Users\vbv24958\Desktop\PUM U" and a "Browse..." button to its right. Below the text field are two buttons: "Upload" and "Cancel". The "Upload" button is highlighted with a red border.

The **Spreadsheet Journal Import Request** page displays and the file displays as the **Attached File**.

- Click the **Save** button.
- Click the **Run** button which executes the process and saves the Run Control ID and parameters.

A screenshot of the "Spreadsheet Journal Import Request" page. The breadcrumb trail at the top reads: "Favorites > Main Menu > General Ledger > Journals > Import Journals > Spreadsheet Journals". The page title is "Spreadsheet Journal Import Request". Below the title, there is a "Run Control ID" field with the value "123456789". To the right of this are links for "Report Manager", "Process Monitor", and a "Run" button. Below these is a section titled "Report Request Parameters" containing several dropdown menus: "\*Number of Data Files" (set to "Single data file"), "\*Character Set" (set to "ISO\_8859-1"), "\*If Journal Already Exists" (set to "Skip"), and "\*If Journal is Invalid" (set to "Skip"). To the right of these is a "Journal Processing Options" section with three checkboxes: "Edit Journal(s)", "Recalc Exchange Rates", and "Approval Option". Below the parameters are "Add", "Delete", and "View" buttons. At the bottom of the parameters section, there is a box labeled "Attached File" containing the text "JRNL\_KLGGL332.txt.docx". At the very bottom of the page are "Save" and "Notify" buttons, and on the right, "Add" and "Update/Display" buttons. The "Save" button is highlighted with a red border.



# Spreadsheet Journals: Upload File into Cardinal GL (continued)

The **Process Scheduler Request** page displays.

- Select the **Spreadsheet Journal Import** check-box.
- Click the **OK** button.

Process Scheduler Request

User ID: PPS1\_ALLISON.PATRICK Run Control ID: Spreadsheet\_Journal\_Import

Server Name: [dropdown] Run Date: 09/25/2018 [calendar icon]  
Recurrence: [dropdown] Run Time: 1:18:11PM [button: Reset to Current Date/Time]  
Time Zone: [dropdown]

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Journal Import with Edit	GL_EXCL_BATC	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Spreadsheet Journal Import	GL_EXCL_JRNL	Application Engine	Web	TXT	Distribution

[button: OK] [button: Cancel]

The **Spreadsheet Journal Import Request** page displays and a **Process Instance** number now displays.

- Click the **Process Monitor** link.

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Import Journals ▾ > Spreadsheet Journals

Spreadsheet Journal Import Request

Run Control ID: 123456789 Report Manager: [button: Process Monitor] [button: Run]  
Process Instance: 10648800

**Report Request Parameters**

\*Number of Data Files: Single data file [dropdown]  
\*Character Set: ISO\_8859-1 [dropdown]  
\*If Journal Already Exists: Skip [dropdown]  
\*If Journal is Invalid: Skip [dropdown]

[button: Add] [button: Delete] [button: View] Attached File: JRNL\_KLGL332.txt.docx

**Journal Processing Options**

☐ Edit Journal(s)  
☐ Recalc Exchange Rates  
☐ Approval Option

[button: Save] [button: Return to Search] [button: Previous in List] [button: Next in List] [button: Notify] [button: Add] [button: Update/Display]



- Click the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.

- Click the **Details** link.



# Spreadsheet Journals: Upload File into Cardinal GL (continued)

The **Process Detail** page displays.

- Click the **Message Log** link.

**Process Detail**

**Process**

Instance: 9196884      Type: Application Engine  
Name: GL\_EXCL\_JRNL      Description: Spreadsheet Journal Import  
Run Status: Success      Distribution Status: Posted

**Run**      **Update Process**

Run Control ID: Spreadset\_Journal\_Import  
Location: Server  
Server: PSUNX2  
Recurrence:      ☐ Hold Request  
                         ☐ Queue Request  
                         ☐ Cancel Request  
                         ☐ Delete Request  
                         ☐ Re-send Content      ☐ Restart Request

**Date/Time**      **Actions**

Request Created On: 04/18/2019 8:57:37AM EDT      Parameters      Transfer  
Run Anytime After: 04/18/2019 8:57:32AM EDT      **Message Log**      View Locks  
Began Process At: 04/18/2019 8:57:47AM EDT      Batch Timings  
Ended Process At: 04/18/2019 8:58:01AM EDT      View Log/Trace

OK      Cancel

The **Message Log** displays.

- Verify that the journal was imported. The process can complete successfully without importing journals. In this example, note that two journals had errors but one journal imported successfully.
- Click the **Return** button.

**Message Log**

**Process**

Instance: 9196884      Type: Application Engine  
Name: GL\_EXCL\_JRNL      Description: Spreadsheet Journal Import

Personalize | Find | View All | First 1-8 of 8 Last

Severity	Log Time	Message Text	Explain
10	8:57:47AM	Journal Import processing has started.	Explain
	8:57:47AM	Processing file JRNLBPGL332.txt ...	Explain
	8:57:47AM	Journal 0001108437 has error. Skip this journal and continue.	Explain
	8:57:47AM	Journal 0001108438 has error. Skip this journal and continue.	Explain
	8:57:52AM	Process completed successfully with 1 journals imported.	Explain
10	8:57:52AM	Journal Import processing has finished.	Explain
	8:58:02AM	Published message with ID 9957ad40-61d9-11e9-8e98-e33e1dec660f to create entry in folder GENERAL.	Explain
	8:58:02AM	Successfully posted generated files to the report repository	Explain

Return



# Spreadsheet Journals: Upload File into Cardinal GL (continued)

The **Process Detail** page displays.

- Click the **View Log/Trace** link.

**Process Detail**

**Process**

Instance	9196884	Type	Application Engine
Name	GL_EXCL_JRNL	Description	Spreadsheet Journal Import
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	Spreadseet_Journal_Import	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX2	<input type="radio"/> Cancel Request
Recurrence		<input type="radio"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

**Date/Time**

Request Created On	04/18/2019 8:57:37AM EDT	<a href="#">Parameters</a>	<a href="#">Transfer</a>
Run Anytime After	04/18/2019 8:57:32AM EDT	<a href="#">Message Log</a>	<a href="#">View Locks</a>
Began Process At	04/18/2019 8:57:47AM EDT	<a href="#">Batch Timings</a>	
Ended Process At	04/18/2019 8:58:01AM EDT	<a href="#">View Log/Trace</a>	

**Actions**

[OK](#) [Cancel](#)

The **View Log/Trace** page displays.

- Click the link for the **GL\_EXCL\_JRNL\_[process instance number].LOG** file. This file contains journal details and any error information, if applicable.
- Details include the BU, Journal ID, Journal Date, Reference and Description.

**View Log/Trace**

**Report**

Report ID	42330409	Process Instance	9196884	<a href="#">Message Log</a>
Name	GL_EXCL_JRNL	Process Type	Application Engine	
Run Status	Success			

Spreadsheet Journal Import

**Distribution Details**

Distribution Node	fn92tm	Expiration Date	05/18/2019
-------------------	--------	-----------------	------------

**File List**

Name	File Size (bytes)	Datetime Created
AE_GL_EXCL_JRNL_9196884.log	542	04/18/2019 8:58:01.790966AM EDT
GL_EXCL_JRNL_9196884.LOG	1,177	04/18/2019 8:58:01.790966AM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	PPS1_ALLISON.PATRICK

[Return](#)



# Spreadsheet Journals: Upload File into Cardinal GL (continued)

The **Notepad** displays.

- If a journal was created, record the **Journal ID** that was created. If more than one journal is included, all Journal IDs show in the Notepad.

```
GL_EXCL_JRNL_9196884 - Notepad
File Edit Format View Help
Spreadsheet Journal Import (GL_EXCL_JRNL) 2019-04-18 08:57:47.000000
-----Processing file JRNLBPGL332.txt ...
Journal 0001108437 has error.
Skip this journal and continue.
Journal 0001108438 has error. Skip this journal and continue.
Skipped journal line with warning : 1012 (15100, 0001108437,Journal Line No: 0,2019-03-25) -, - : GL Journal Line
Number is Blank or has exceeded maximum length.
Skipped journal line with warning : 1012 (15100,
0001108437,Journal Line No: 0,2019-03-25) -, - : Ledger is Blank or has exceeded maximum length.
Skipped
journal line with warning : 1011 (15100, 0001108438,Journal Line No: 0,2019-03-25) -, - : GL Journal Line
Number is Blank or has exceeded maximum length.
Skipped journal line with warning : 1011 (15100,
0001108438,Journal Line No: 0,2019-03-25) -, - : Ledger is Blank or has exceeded maximum length.
Process
completed successfully with 1 journals imported.
Imported these journals: system ID (Unit, Journal ID,
Date) Reference, Description 1010 (15100, 0001108439, 2019-03-25) , Journal Upload GL332
Updated these
journals: system ID (Unit, Journal ID, Date) Reference, Description
```

- If the journal upload is successful, continue processing. Further processing is covered in Lesson 3, Process Journals. If there are errors and a journal is not imported, errors need to be corrected before further processing can occur. Note the Journal IDs and error descriptions so errors can be corrected.



# Spreadsheet Journals: Upload Errors

If the journal upload creates the journal but does not import it (i.e., upload successful but not imported), investigation is necessary to determine the correction method. Spreadsheet journal validation is less comprehensive than the validation for manual journal entry.

The most common spreadsheet journal upload errors and possible corrections are listed below.

- **Skipped journal headers**
  - **Example 1** - The Journal ID and date already exist (**Skip if Journal Already Exists** would need to be selected on the run control). To correct, recreate the journal with proper Header values and mark **Skip if Journal Already Exists**, if valid.
  - **Example 2** - The header does not contain a valid Business Unit, Ledger Group, and/or Source. (e.g., Error: Invalid Business Unit value). To correct, recreate the journal with proper Business Unit.
- **Skipped invalid journals**
  - **Example 1** - A journal line contains an invalid ChartField value. (Error: Invalid Department value). To correct, enter a valid Department and re-upload.
  - **Example 2** - A specified SpeedType value does not exist. (e.g., Invalid SpeedType). To correct, update the journal with a valid SpeedType and re-upload.



# Spreadsheet Journals: Upload Errors (continued)

After importing a journal from a spreadsheet, the Edit Journal process must be run in Cardinal before making corrections using the **Create/Update Journal Entries** pages. This is important because imported journals do not have all journal lines and values populated by the various automatic features. If journals are opened immediately after importing, a warning message indicates they must be edited first. It is only after the edit process is complete that imported journals display final entries for such things as balancing by fund.

Error messages for the batch import are provided in the **GL\_EXCL\_JRNL\_[process instance number].LOG** file and are not part of the message log. The message log is used for online journals and provides a reference to the log file and incorporates the **Reference ID** field value in all the messages logged.

Once all errors have been corrected in the spreadsheet journal, a corrected file should be uploaded and the previous upload file can be deleted.





## Lesson 2: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





# Agency to Agency (ATA) Transactions

Cardinal allows users with the necessary security access to transfer funds between Commonwealth of Virginia business units (BU) by entering ATA journals to record the funds transfer. Originating business units that lack security access to transfer funds between business units can create a spreadsheet journal to record the transfer and send the text file to DOA for uploading and processing into Cardinal.

Agency to Agency (ATA) transactions involve:

- Payments for goods/services received from another COVA agency.
- Funds transfer between COVA agencies.

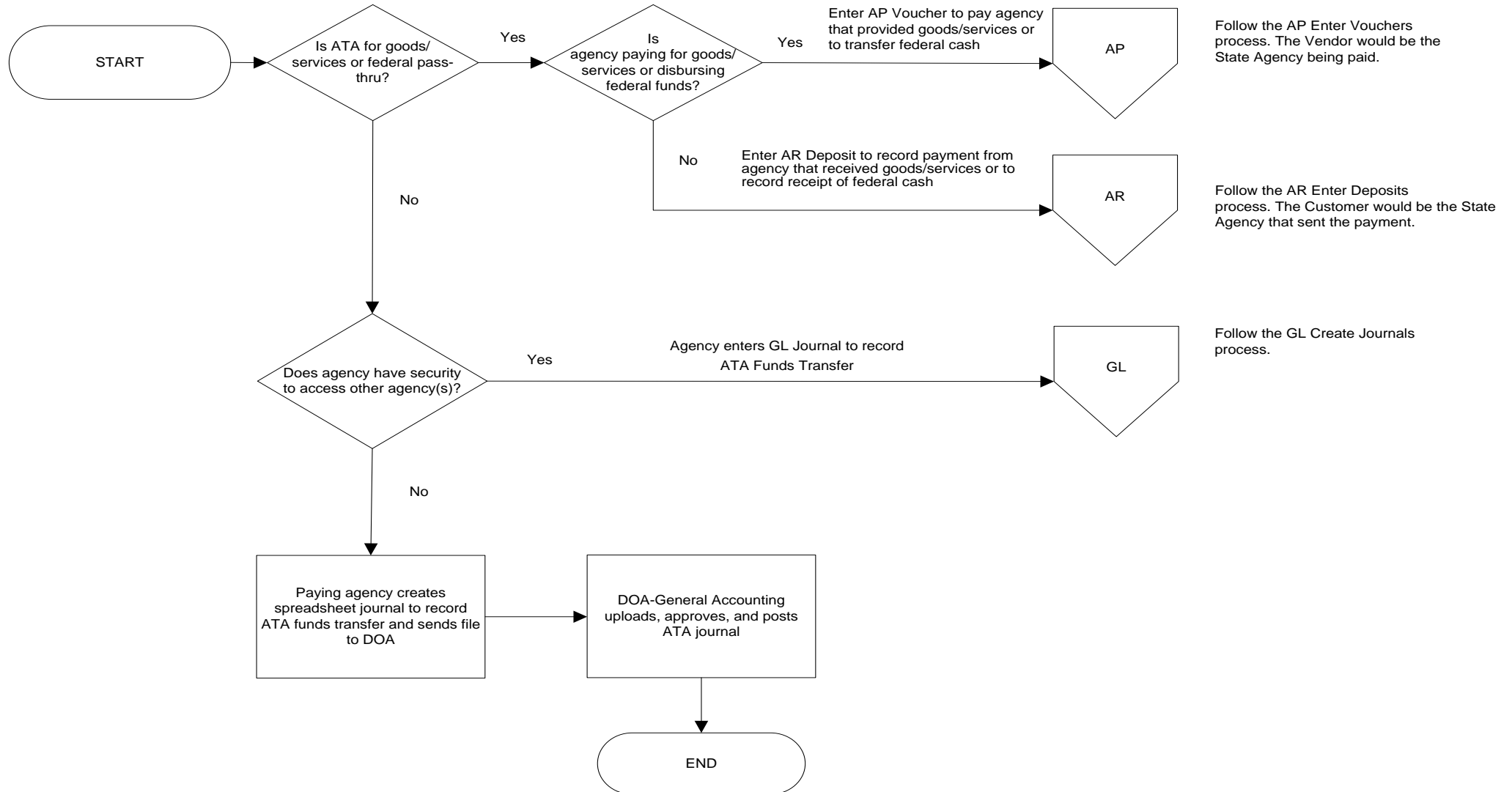
For transactions involving goods/services, or Tier III Higher Ed federal pass-through:

- If the agency is disbursing funds, a voucher is entered in Accounts Payable.
- If the agency is receiving funds, a deposit is entered in Accounts Receivable.

For transactions that do **NOT** involve goods/services, or Tier III higher education federal pass-through, online ATA journals are entered in General Ledger.



# ATA Transactions: Process Flow





## Lesson 2: Summary

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### Create Journals

In this lesson, you learned:

- Each journal entry must contain at least two lines, a debit and a credit.
- For each journal entry, the total debits must equal the total credits.
- The attachment link allows the attachment of copies of documents associated with a journal entry. Only specific file types are allowed to be attached. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.
- Journals can be marked and saved as incomplete (**T - Journal Entry Incomplete**).
- When a journal has a large number of journal lines, spreadsheet journals streamline the journal entry process and simplify journal data entry using Microsoft Excel.
- Agency to Agency (ATA) transfer journals are entered in the General Ledger for fund transfers when the transfer does not involve exchange of goods or services between agencies or federal pass-through for Tier III higher education institutions.



# Lesson 3: Introduction

3

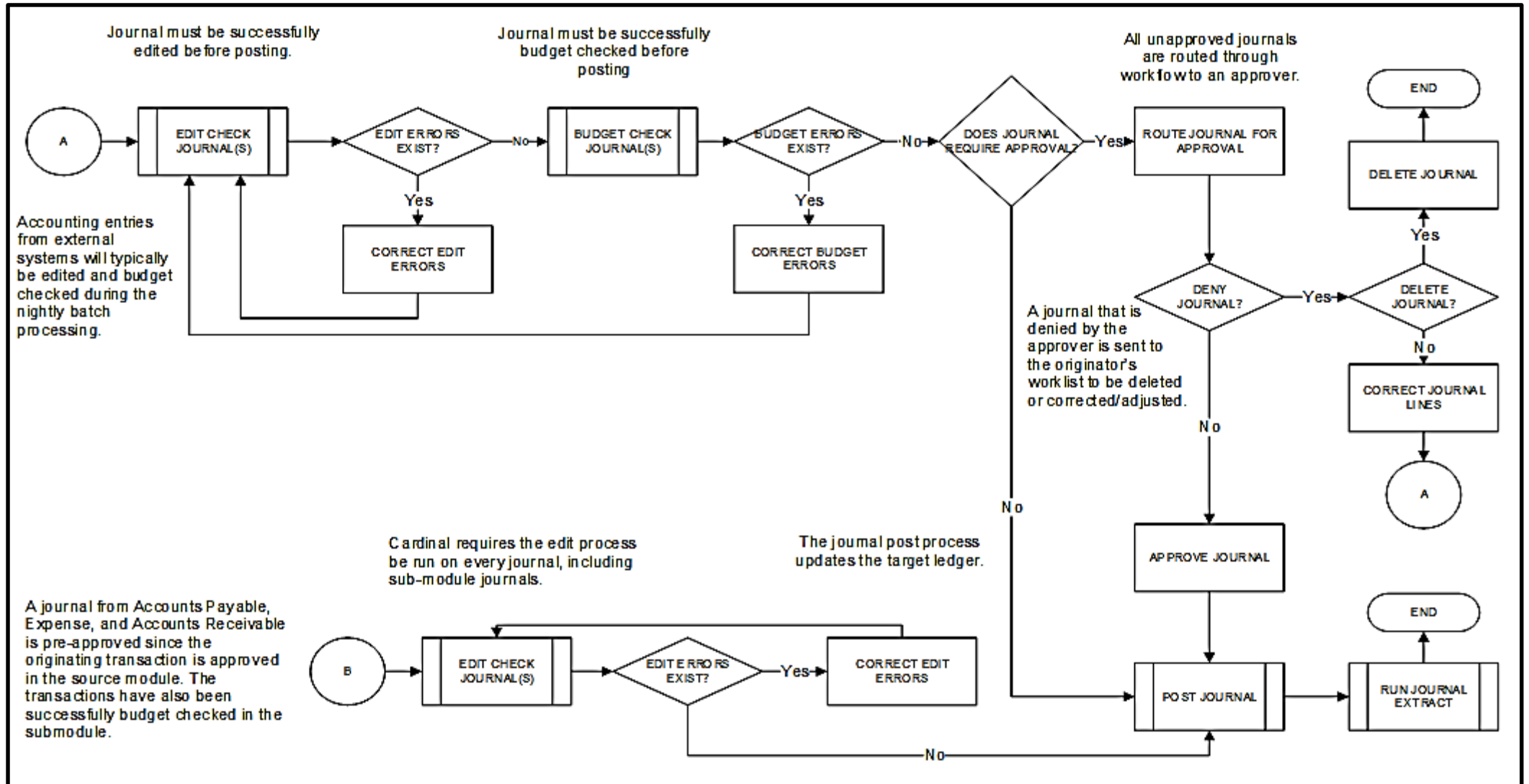
## Process Journals

This lesson covers the following topics:

- Edit journals
- Review and correct edit errors
- Budget check journals
- Review and correct budget check errors
- Submit journals for approval



# Process Journals: Overview





# Edit Journals: Overview

Cardinal has automatic batch processes that run each night to edit and budget check journal entries. Editing and budget checking can also be performed manually online. All journals must pass the edit process before they can be budget checked.

The Edit Journal process ensures that:

- The fiscal year and accounting period are open
- ChartField values are valid
- ChartField combinations are valid
- Journals balance by Business Unit, Fund, and Project
- Total debits equal total credits
- Cash accounts and certain transfer accounts net to zero
- Control totals entered on the Totals tab match the actual totals for the journal (debits, credits, number of lines)

Journals that fail the Edit Journal process (i.e., status of **E**) must be corrected before they can be budget checked, approved, and posted.

Corrected journals must be edited again to ensure all errors have been resolved and the journals are valid.



# Edit Journals: Overview (continued)

**Manual/Spreadsheet Journals:** Manually entered and spreadsheet journals are edited during the nightly batch process or, manually, using the online Edit Journal process available on the **Create/Update Journal Entries** page.

**Other Cardinal Module Journals:** For the modules below, accounting entries are created, processed, approved, edited (for ChartField validation only), and budget checked. Journals from these Cardinal modules are created and processed through batch jobs, and are fully edited before they post to the General Ledger.

- Accounts Payable
- Expenses
- Accounts Receivable – Funds Receipts

**Interfaced Journals:** Interfaced journals are edited during the upload. They still go through batch edit to be updated to a V (Valid) journal status. The agency must fix errors online in Cardinal and re-run the Edit Journal process for any journals that fail the Edit Journal process.





# Edit Journals

To edit a journal, navigate using the following path:

**Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

On the **Find an Existing Value** tab, search for the journals that have not yet been edited by searching for **Journal Header Status = No Status – Needs to be Edited**.

Click the **Search** button.

**Search Results** are returned at the bottom of the page.

Select the journal from the **Search Results** by clicking on the **Journal ID** hyperlink.

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** Add a New Value

▼ Search Criteria

Business Unit = ▾ 15100 🔍

Journal ID begins with ▾

Journal Date = ▾

Document Sequence Number begins with ▾

Line Business Unit = ▾ 🔍

**Journal Header Status = ▾ No Status - Needs to be Edited ▾**

Budget Checking Header Status = ▾

Source = ▾ 🔍

User ID begins with ▾ 🔍

Attachment Exist = ▾

☐ Case Sensitive

Limit the number of results to (up to 300): 300

**Search** Clear Basic Search 🔍 Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits
15100	<b>0001289126</b>	0/24/2019 0		(blank)	15100	Edit Req'd	Not Chk'd	ACTUALS ONL	USD	2	5	
15100	0001289127	10/24/2019 0		(blank)	15100	Edit Req'd	Not Chk'd	ACTUALS ONL	USD	2	5	



# Edit Journals (continued)

Click on the **Lines** tab. The **Lines** page allows selection of the appropriate **Process** for online journal entries, using the **Process** drop-down menu. Three edit processes are available:

- **Edit/Pre-Check** - Edit is run and budget check confirms availability of funds but does not reserve the funds.
- **Edit ChartField** - Identifies ChartField related errors, to include ChartField and ChartField combination edit errors.
- **Edit Journal** - Edit Journal runs and if there are no edit errors, Budget Check Journal runs automatically.

Unit 50100      Journal ID 0001289128      Date 10/24/2019      ☐ Errors Only

Template List      Search Criteria      Change Values      View Audit Logs

Inter/IntraUnit      \*Process:

**Lines**

Select	Line	*Unit	*Ledger
<input type="checkbox"/>	1	50100	ACTUALS
<input type="checkbox"/>	15	50100	ACTUALS

Lines to add:

**Totals**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	5,000.00	5,000.00	N	N

Save    Return to Search    Notify    Refresh    Add    Update/Display



# Edit Journals (continued)

To run the Edit Journal process:

- Select **Edit Journal** in the **Process** field.
- Click the **Process** button. The **Edit Journal** process runs and the **Journal Status** updates. If the edit process completes without errors, Budget Check Journal is kicked off automatically as part of the **Edit Journal** process.
- If the **Journal Status** is anything but **V** (Valid), errors need to be corrected. Correcting errors is covered later in this course. Save and re-run the **Edit Journal** process each time a change is made.
- The journal is available to submit for approval when the **Journal Status** and **Budget Status** are both **V** (Valid).



# Edit Journals: Journal Status Values

The **Journal Status** field is updated following the **Edit Journal** process. Journal status values include:

Status	Description	Functional Description
N	No Status - Needs to be Edited	Journal has been saved but not yet edited.
T	Journal Entry Incomplete	Journal is incomplete, or the journal failed the cash account or transfer account net to zero edit.
E	Error	Journal has an error(s) from edit.
V	Valid Journal	Journal has successfully completed edit and is ready for approval.
D	Deleted	Journal was deleted.
P	Posted to Ledger(s)	Journal has posted to the ledger.
U	Unposted	Journal was unposted from the ledger (not available).
I	Posting Incomplete	Journal posting is incomplete. A problem occurred and the journal needs to be resubmitted for posting.
M	Valid SJE Model - Do not Post	Standard journal entry (i.e. model – Do Not Post).



# Edit Journals: Journal Status Values (continued)

There are two possible reasons for the **Journal Status** of **T (Incomplete)**:

1. Journal is incomplete. In this situation, the journal is partially entered and saved for later completion.
  - To save a Journal as Incomplete:
    - Return to the journal **Header** tab and select the **Save Journal Incomplete Status** check-box.
    - Click the **Save** button. The **Journal Status** updates to **T** upon save and the journal is bypassed during batch processing until the check-box is cleared.
  - To complete the Journal:
    - Reopen and complete the journal.
    - Deselect the **Save Journal Incomplete Status** check-box.
    - Click the **Save** button. The **Journal Status** updates to **N**.
    - Complete normal journal processing steps.
2. Journal failed the cash account or transfer account net to zero edit or the invalid transfer account pairs edit. In this situation, the cash accounts or transfer account pairs failed to net to zero or the transfer pair is invalid.
  - Correct the journal and deselect the **Save Journal Incomplete Status** check-box.
  - Click the **Save** button. The **Journal Status** updates to **N**.
  - Complete normal journal processing steps.



# Edit Journals: Review and Correct Errors

On the **Create/Update Journal Entries** page, **Lines** tab, the **Errors Only** check-box can be used to view only the lines with errors. This can be useful when editing large journals with many lines. The arrows below the **Errors Only** check-box are used to navigate through the **Lines**. To modify the number of lines viewed on the page, update the **Line** box with the desired number.

Favorites ▾Main Menu ▾>General Ledger ▾>Journals ▾>Journal Entry ▾>Create/Update Journal Entries

HeaderLinesTotalsErrorsApproval

Unit 50100Journal ID 0001289128Date 10/24/2019

Template ListSearch CriteriaChange Values

Inter/IntraUnit \*Process Edit JournalProcess

☒ Errors Only

View Audit Logs

Line 10

▼ LinesPersonalize | Find |

Select	Line	Type	Category	Subcategory	Affiliate	Fund Affiliate	Amount	Stat	Stat Amt	Referen
<input type="checkbox"/>	1						5,000.00			
<input type="checkbox"/>	15						-2,000.00			

Lines to add 1

▼ TotalsPersonalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	5,000.00	2,000.00	E	N

Save Return to Search Notify Refresh

Add Update/Display



# Edit Journals: Review and Correct Errors (continued)

Journals marked with errors are saved but do not post until the errors are corrected.

Clicking the **Errors** tab on the **Create/Update Journal Entries** page allows viewing of edit errors by journal header and line.

Remember the number of lines viewed is updated on the Lines tab, so in order for all line error messages to appear, all journal lines must be displayed on the Lines tab. For example, if the **Lines** tab is set to only show 2 lines at a time, the **Errors** tab only shows errors for those lines displayed on the **Lines** tab.

Once the journal is corrected, the edit process needs to be re-run. All errors must be corrected before the journal can be budget checked.

Unit 50100 Journal ID 000629903 Date 09/26/2018

Header Errors

Unit	Field Name	Field Long Name	Set	Msg	Message Text
50100	JOURNAL_DATE	Journal Date	5860	47	The journal date is not in an open period for this ledger.
50100	JOURNAL_DATE	Journal Date	5860	48	No fiscal year and accounting period is defined in the calendar for the journal date.
50100	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

Line Errors

Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	ACCOUNT	Account	9600	31	Combo error for fields Account/Project/Cost Center in group PRJ_OR_CSC.
3	ACCOUNT	Account	9600	31	Combo error for fields Account/Project/Cost Center in group PRJ_OR_CSC.



# Edit Journals: Review and Correct Errors (continued)

For interfacing agencies, Cardinal generates a **Journal Upload Error Report** nightly. This report can be accessed on the agency's file server or can be run manually from Cardinal using the following navigation path:

**Main Menu > General Ledger > General Reports > Journal Upload Error Report**

The Journal Upload Error Report can result in the following:

## **File Upload Successful:**

- If the file processes successfully, the report provides the file name, upload date, and a file success status that states that the **File is Processed Successfully With No Errors**.

## **File Upload Errors:**

- If the file has errors, the report displays details for all rejected transactions.
- Prior to resubmitting the file to Cardinal, rejected transactions must be reviewed and corrected by the agency.

For more detailed information about running this report manually, see the **Cardinal General Ledger Reports Catalog** located on the Cardinal website in **Reports Catalog** under **Resources**.





## Lesson 3: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





# Budget Check Journals: Overview

All General Ledger journals (manual, spreadsheet, interfaced, external third party) must pass budget check against established Commitment Control budgets, based on valid ChartField combinations and amounts. All budget check errors must be corrected online in Cardinal. The **Budget Check Journal** process runs as part of the **Edit Journal** process, therefore, it is not necessary to run it separately unless the **Journal Header Status** field displays **Valid (V)** and the **Budget Checking Header Status** field displays **Not Checked (N)**, **Error (E)** or **Provisionally Valid (P)**.

Transactions that exceed controlling budgets, such as the Appropriation or Allotment budget, or do not have a budget ChartField combination previously established, cannot pass budget check until the errors are corrected, or an authorized user overrides the error. DOA General Accounting may need to do an override.

**Manual/Spreadsheet Journals** - Spreadsheet and manually entered journals are budget checked during the nightly batch process, or manually online when the Edit Journal process is run, if there are no edit errors.

**Other Cardinal Module Journals** - Journals that originate in the modules below are budget checked in their originating Cardinal modules prior to being journal generated to the General Ledger and are not processed through another budget check again in General Ledger:

- Accounts Payable
- Expenses
- Accounts Receivable – Funds Receipts

**Interfaced Journals** - Journals uploaded into Cardinal through the Journal Upload process are edited during the nightly batch processing and budget checked immediately after, if there are no edit errors.



# Budget Check Journals

If a journal entry needs to be budget checked manually, it can be done from the **Lines** tab on the **Create/Update Journal Entries** page.

Navigate to the **Create/Update Journal Entries** page using the following path:

**Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

On the **Find an Existing Value** tab, enter valid search criteria to recall the journal to be budget checked.

In this example, the search is for all journals that have a **Budget Checking Header Status = Not Budget Checked**.

Click the **Search** button. Select desired journal from the search results.

**Note:** This search does not include journals that have been budget checked and are in error or provisionally valid statuses.

The screenshot shows the 'Create/Update Journal Entries' page. The breadcrumb navigation at the top is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page title is 'Create/Update Journal Entries'. Below the title is a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section. It contains several search fields: Business Unit (dropdown, value: 15100), Journal ID (dropdown, value: begins with), Journal Date (dropdown, value: ), Document Sequence Number (dropdown, value: begins with), Line Business Unit (dropdown, value: ), Journal Header Status (dropdown, value: ), Budget Checking Header Status (dropdown, value: Not Budget Checked, highlighted with a red box), Source (dropdown, value: ), User ID (dropdown, value: begins with), and Attachment Exist (dropdown, value: ). At the bottom, there is a checkbox for 'Case Sensitive' and a text input for 'Limit the number of results to (up to 300):' with the value '300'.



# Budget Check Journals (continued)

Once the desired journal is identified and retrieved, click on the **Lines** tab.

In the **Process** field using the drop-down arrow, select **Budget Check Journal**.

Click the **Process** button.

Navigation: Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Header | **Lines** | Totals | Errors | Approval

Unit 15100      Journal ID 0001289126      Date 10/24/2019      ☐ Errors Only  
Template List      Search Criteria      Change Values      View Audit Logs

Inter/IntraUnit      \*Process Budget Check Journal      Process      Line 10

▼ **Lines**      Personalize | Find | |

Select	Line	*Unit	*Ledger	SpeedType	Account▲	Fund▲	Program▲	Department	Amount
<input type="checkbox"/>	1	15100	ACTUALS	<input type="text"/>	5013110	01000	799001	92100	5.00
<input type="checkbox"/>	2	15100	ACTUALS	<input type="text"/>	5013120	01000	799001	92100	-5.00

Lines to add

▼ **Totals**      Personalize | Find | View All | |      First ◀ 1 of 1 ▶ Last

Unit	Total Lines	Total Debits▲	Total Credits	Journal Status	Budget Status
15100	2	5.00	5.00	N	N

Save   Return to Search   Previous in List   Next in List   Notify   Refresh   Add   Update/Display

Header | Lines | Totals | Errors | Approval



# Budget Check Journals (continued)

The **Budget Check Journal** process runs and the **Budget Status** updates to **V** (Valid).


Once the **Journal Status** and **Budget Status** are **V**, click the **Save** button.



The journal is saved with its new status and can be submitted for approval.











Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries




Header | Lines | Totals | Errors | Approval



Unit 15100 Journal ID 0001289126 Date 10/24/2019 ☐ Errors Only  
Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit  \*Process Edit Journal Process Line 10









▼ Lines Personalize | Find |  

Select	Line	*Unit	*Ledger	SpeedType	Account▲	Fund▲	Program▲	Department	Amount	Stat
<input type="checkbox"/>	1	15100 x 	ACTUALS		5013110 	01000 	799001 	92100 	5.00	
<input type="checkbox"/>	2	15100 	ACTUALS		5013120 	01000 	799001 	92100 	-5.00	

Lines to add 1   

▼ Totals Personalize | Find | View All |   First 1 of 1 Last

Unit	Total Lines	Total Debits▲	Total Credits	Journal Status	Budget Status▼
15100	2	5.00	5.00	V	V

 Save  Return to Search  Previous in List  Next in List  Notify  Refresh  Add  Update/Display



# Budget Check Journals: Budget Checking Header Status Values

The **Budget Checking Header Status** field is updated following the **Budget Check Journal** process.

Status values include:

Status	Description	Functional Description
E	Error	The entry failed to pass budget checking. Errors are exceptions that have failed budget checking because they do not conform to the rules established for that control budget. Some errors can be overridden. Security permissions determine who has the ability to override budget errors.
N	Not Checked	The budget check process has not processed the entry or the entry has changed and has not been budget checked again.
V	Valid	Journal has successfully passed budget checking and the process updated the control budget ledger.
P	Provisionally Valid	The budget check is valid but the funds are not reserved. This occurs when the Edit / Pre-Check process is run.



# Budget Check Journals: Review and Correct Errors – Option 1

To filter through journals that have not posted, to find journals that do not have a valid budget check status, navigate to the **Create/Update Journal Entries** page:

**Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

On the Find an **Existing Value** tab, click the **Clear** button to remove any defaulted search criteria.

Enter valid **Search Criteria**:

- **Business Unit**
- **Journal Header Status not = Posted to Ledger(s)**

Click the **Search** button.

Search Results are returned. From the **Search Results**:

- Review the **Budget Checking Header Status** for each journal.
- Click on the link for the desired journal.

The screenshot shows the 'Create/Update Journal Entries' page. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page has two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The 'Search Criteria' section includes: Business Unit (dropdown, value: 15100), Journal ID begins with (text), Journal Date (dropdown), Document Sequence Number begins with (text), Line Business Unit (dropdown), Journal Header Status (dropdown, value: not =), Posted to Ledger(s) (dropdown), Budget Checking Header Status (dropdown), Source (dropdown), User ID begins with (text), and Attachment Exist (dropdown). There is a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field with value 200. At the bottom of the search criteria are 'Search' and 'Clear' buttons, a 'Basic Search' link, and a 'Save Search Criteria' button. The 'Search Results' section shows a table with columns: Business Unit, Journal ID, Journal Date, UnPost Sequence, Document Sequence Number, Line Business Unit, Journal Header Status, Budget Checking Header Status, Ledger Group, Source, Currency Code, Journal Total Lines, and Journal Total Debits. The first row of results has values: 15100, 0001289133, 11/01/2019 0, (blank), 15100, Valid, Error, ACTUALS, ONL, USD, 2, 60000000. The 'Error' status and the 'Journal ID' are highlighted with red boxes. At the bottom of the page are links for 'Find an Existing Value' and 'Add a New Value'.

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits
15100	0001289133	11/01/2019 0	(blank)	15100	Valid	Error	ACTUALS	ONL	USD	2	60000000	



# Budget Check Journals: Review and Correct Errors – Option 1 (continued)

The **Create/Update Journal Entries, Header** page displays. Click on the **Lines** tab. In this example, the journal has a **Budget Status** of **E**. Click on the **E** to view the error message, which helps determine the method of correction.

Navigation: Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Header | **Lines** | Totals | Errors | Approval

Unit 15100      Journal ID 0001289133      Date 11/01/2019      ☐ Errors Only

Template List      Search Criteria      Change Values      View Audit Logs

Inter/IntraUnit      \*Process Edit Journal ▾      Process      Line 10

▼ **Lines**      Personalize | Find | |

Select	Line	*Unit	*Ledger	SpeedType	Account▲	Fund▲	Program▲	Department	Amount	Stat
<input type="checkbox"/>	2	15100	ACTUALS		5012750	01000	724001	94100	-60,000,000.00	
<input type="checkbox"/>	1	15100 x	ACTUALS		5012740	01000	737001	94100	60,000,000.00	

Lines to add 1

▼ **Totals**      Personalize | Find | View All | |      First 1 of 1 Last

Unit	Total Lines	Total Debits▲	Total Credits	Journal Status	Budget Status▼
15100	2	60,000,000.00	60,000,000.00	V	E

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval





# Budget Check Journals: Review and Correct Errors – Option 1 (continued)

The **GL Journal Exceptions** tab displays showing the error.

In this example, the error is **Exceeds Budget Tolerance**.

Two possible corrections may occur:

- A budget is modified and no adjustments are made to the journal.
  - The Budget Check Journal process is re-run.
- A ChartField value or amount is corrected and the journal is saved, resulting in a Journal Status and Budget Status of **N**.
  - The **Edit Journal** process is re-run, which automatically generates the **Budget Check Journal** process.

Once the required checks are re-run, the **Journal Status** and **Budget Status** are **V**.

The journal can be saved with its new status.

GL Journal Exceptions | Line Exceptions

Business Unit 15100 Journal ID 0001289133 Journal Date 11/01/2019

\*Exception Type **Error** ☐ Override Transaction ☐ More Budgets Exist

Maximum Rows 100

Search

Advanced Budget Criteria

Budgets with Exceptions Personalize Find View All First 1-2 of 2 Last

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	15100	CC_ALLOT	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
2	15100	CC_APPROP	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

Save Return to Search Notify

GL Journal Exceptions | Line Exceptions



# Budget Check Journals: Review and Correct Errors – Option 2

In addition to reviewing the **Create/Update Journal Entries, Lines** tab, there is another method to search for budget check errors.

Navigate to the **Journal** page using the following path:

**Main Menu > Commitment Control > Review Budget Check Exceptions > General Ledger > Journal**

Enter valid **Search Criteria**:

- **Business Unit**
- **Journal ID**

Click the **Search** button.

Just as in Option 1, the **GL Journal Exceptions** tab displays. Correct errors as necessary.

Re-run the **Edit Journal** and **Budget Check Journal** processes, as necessary, and save the journal in its new status.



# Budget Check Journals: Common Errors

The table below shows some common budget check errors and whether or not they can be overridden.

Exception	Can Exception be Overridden?	Possible Action(s)
No budget exists	N	ChartField values may need to be changed or budget may need to be created.
Budget is closed	N	ChartField values may need to be changed or journal may need to be recreated with a different Journal Date.
Exceeds budget tolerance (i.e., budget)	Y	Journal amount(s) may need to be changed, budget may need to be created, or exception may need to be overridden.
Budget is on hold	Y	Determine if budget hold can be changed, change ChartField values on journal, or exception may need to be overridden.



# Budget Check Journals: Common Warnings

Warnings are exceptions that do not conform to the rules of the established budget ledger, but do not hold up journal processing. They are in place to provide alerts to certain situations that may adversely impact the budget and journal processing.

Warning Code	Warning Description	Notes
W1	Exceeds budget but is within tolerance	Transaction exceeds available budget balance, but is within the tolerance allowed. (Not currently used)
W2	Exceeds budget, but is a track or non-initial transaction	<p>Transaction exceeds budget, but the control option for the control budget definition is Tracking with Budget or Tracking without Budget.</p> <p>For Tracking without Budget, no warning issued for detail tracking ledger groups.</p> <p>If it is not a detail tracking ledger group and a budget row exists, even if it is for a zero amount, a W2 warning is issued if the transaction exceeds the available spending.</p> <p>However, if no budget row exists, no warning is issued.</p>



# Budget Check Journals: Errors Review

Correct the journal lines that create a budget error or, if the COA distribution is correct, have the budget modified.

Example corrections to a journal may include:

- Correcting a transaction amount
- Modifying ChartField combination values
- Requesting an override from DOA
- Requesting additional budget (Appropriation or Allotment)

The edit and budget check processes need to be re-run once the journal or budget is corrected.



## Lesson 3: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





# Submit Journals for Approval

Only journals that pass edit and budget check are routed for approval. If an agency has only one approver, the agency should have the Journal Processor submit journals for approval.

Journals cannot be submitted and approved by the same person.

**Manual/Spreadsheet Journals** - Manual journals and spreadsheet journal uploads must be approved by an agency approver in the General Ledger and, therefore, must be manually submitted for approval by the Journal Processor.

**Other Cardinal Module Journals** - Journals from Accounts Payable, Expenses, and Accounts Receivable – Funds Receipts are pre-approved in their modules. As a result, they do not need to be submitted for approval in General Ledger unless they are modified online in the General Ledger. Once the journals are modified online, they need to be submitted for approval.

**Interfaced Journals** - Interfaced journals are assumed to have already been approved in the agency external system per the agency's specific business processes. As a result, they generally do not need to be submitted for approval in the General Ledger, unless they are modified online. However, if the journal contains capital outlay or non-exempt legal service values as identified below, the journal routes to DOA for online approval.

- Capital outlay projects with a **Program** value of **998000** that have not received their environmental impact study
- Journals with a non-exempt legal services **Account** value of **5012430**

Interfacing agencies should use the **Journal Upload Error Report** to monitor errors and errors must be fixed online by someone with proper permission. If the budget is fixed via Commitment Control, no additional approvals are needed.

However, if the **Create/Update Journal Entries** page is opened and saved, the journal works like an online journal and the journal **Source** is updated from **EXA** to **EX2** and requires submission for approval.



# Submit Journals for Approval (continued)

To find journals that need to be submitted for approval, use the following path:

**Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

On the **Find an Existing Value** tab, click the **Clear** button to clear **Search Criteria** fields.

Enter known search criteria. In this example, the **Business Unit** and **Budget Checking Header Status** are entered to search.

Click the **Search** button. **Search Results** are returned. Choose a journal to be submitted by clicking on the link for the journal.

Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing ValueAdd a New Value

Search Criteria

Business Unit = 15100

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Budget Checking Header Status = Valid

Source =

User ID begins with

Attachment Exist =

☐ Case Sensitive

Limit the number of results to (up to 300): 300

SearchClear

Basic SearchSave Search Criteria

Search Results

300 of 10019 results are displayed.

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits
15100	0000030656	1/31/2014 0		(blank)	15100	Posted	Valid	ACTUALS	ONL	USD	6	6893003.94



# Submit Journals for Approval (continued)

The **Create/Update Journal Entries Header** tab displays. Click the **Lines** tab.

Verify that **Journal Status** and **Budget Status** are both **V** (Valid) before submitting the journal for approval.

Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header

Lines

Totals

Errors

Approval

Unit 15100

Journal ID 0001289133

Date 11/01/2019

☐ Errors Only

Template List

Search Criteria

Change Values

View Audit Logs

Inter/IntraUnit

\*Process Edit Journal

Process

Line 10

Lines

Personalize | Find | [Icons]

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Amount	Stat
<input type="checkbox"/>	2	15100	ACTUALS		5012750	01000	724001	94100	-6,000.00	
<input type="checkbox"/>	1	15100	ACTUALS		5012740	01000	737001	94100	6,000.00	

Lines to add 1 [Icons]

Totals

Personalize | Find | View All | [Icons]

First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	6,000.00	6,000.00	V	V

Save

Return to Search

Notify

Refresh

Add

Update/Display



# Submit Journals for Approval (continued)

To run the **Submit Journal** process:

- Select **Submit Journal** from the **Process** drop-down menu.
- Click the **Process** button. The journal is saved and submitted for approval. **Journal Status** and **Budget Status** remain **V** (Valid) until the Journal is approved and posted to the General Ledger.

Favorites ▾Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

HeaderLinesTotalsErrorsApproval

Unit 15100Journal ID 0001289133Date 11/01/2019☐ Errors Only

Template ListSearch CriteriaChange ValuesView Audit Logs

Inter/IntraUnit \*Process Submit Journal 

Line 10

▼ LinesPersonalize | Find |

Select	Line	*Unit	*Ledger	SpeedType	Account▲	Fund▲	Program▲	Department	Amount	Stat
<input type="checkbox"/>	2	15100	ACTUALS		5012750	01000	724001	94100	-6,000.00	
<input type="checkbox"/>	1	15100	ACTUALS		5012740	01000	737001	94100	6,000.00	

Lines to add 1

▼ TotalsPersonalize | Find | View All First 1 of 1Last

Unit	Total Lines	Total Debits▲	Total Credits	Journal Status	Budget Status▼
15100	2	6,000.00	6,000.00	V	V

Save Return to Search Notify Refresh

Add Update/Display

Header | Lines | Totals | Errors | Approval

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# Submit Journals for Approval (continued)

Notice the original user is skipped as part of the approval process because he/she submitted the journal. Reminder: the user who submits the entry can not also approve the submission. This can be avoided by having another user submit the journal and then the journal creator would be able to approve the journal.

Favorites ▾Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

HeaderLinesTotalsErrorsApproval

Unit 15100Journal ID 0001211333Date 06/13/2019Submit

Approval Status

Unit 15100

Approval Check Active Y

Approval Status Pending Approval

Approval Action Approve ▾

Deny Comments

254 characters remaining

Jrnl Approval

Unit 15100, ID 0001211333, Date 2019-06-13, Line Unit 15100:PendingView/Hide Comments

Skipped

Vlahos, Elizabeth (DOA)  
GL Journal Approver  
10/10/19 - 3:37 PM

Pending

Multiple Approvers  
GL Journal Approver

Comments

Approval History

SaveReturn to SearchPrevious in ListNext in ListNotifyRefresh

Header | Lines | Totals | Errors | Approval



# Lesson 3: Summary

3

## Process Journals

In this lesson, you learned:

- Journals from Accounts Payable, Expenses, and Accounts Receivable – Funds Receipts are
  - Validated and budget checked in their respective modules
  - Pre-approved, since the originating transaction is approved in the modules
- Journals created manually online, journals created from external sources (e.g., agency systems) and spreadsheet journals must be edited and budget checked in the General Ledger.
- Any errors identified after an interfaced journal is uploaded into Cardinal must be corrected online in Cardinal; if corrections are made online in Cardinal, the journal requires agency approval online in Cardinal.
- Transactions must pass edit and budget check in order to be available to submit for approval. When a journal has a large number of journal lines, spreadsheet journals streamline the journal entry process and simplify journal data entry using Microsoft Excel.
- General Ledger journal entries that are not pre-approved are manually submitted for approval.



# Lesson 4: Introduction

4

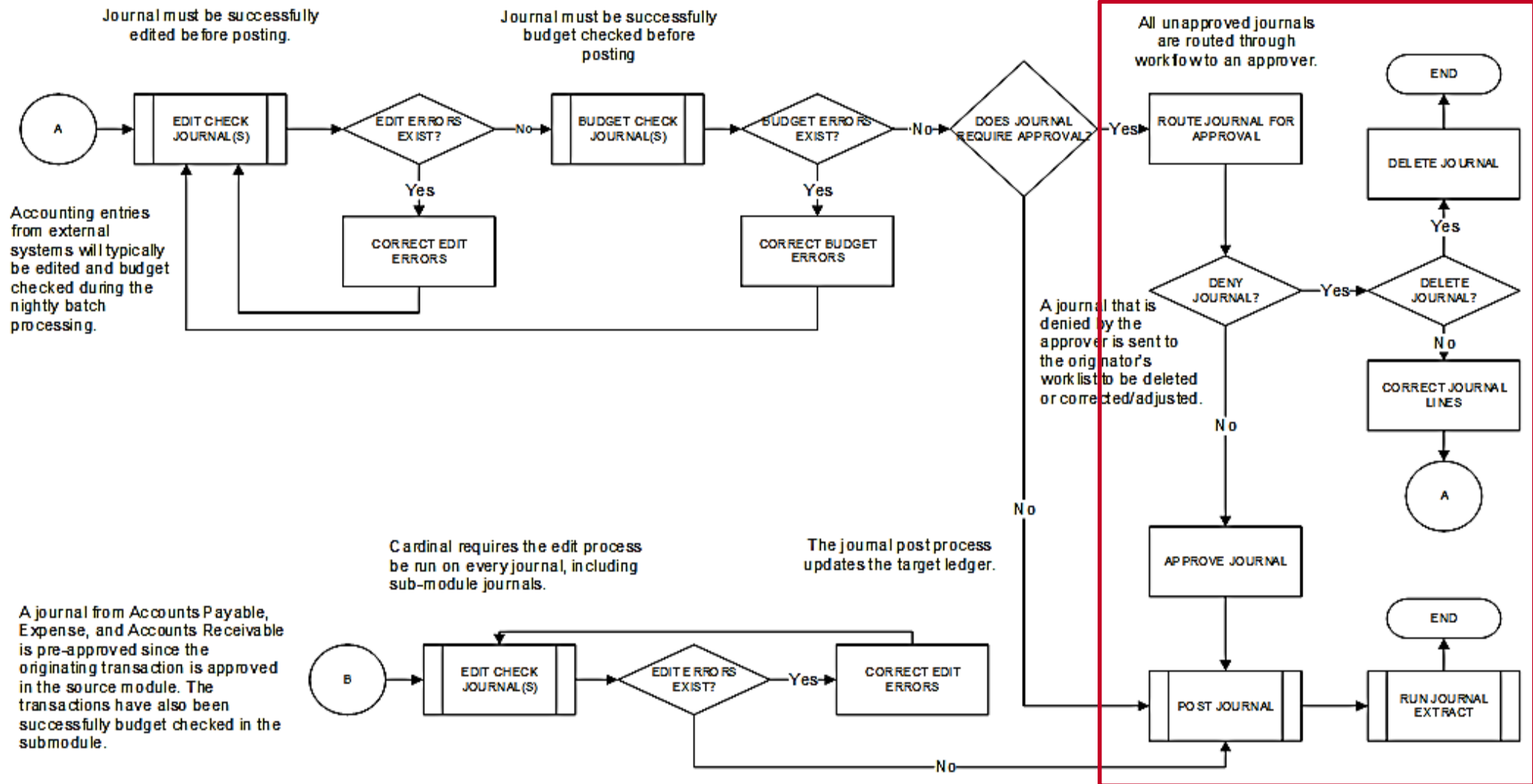
## Manage Journals

This lesson covers the following topics:

- Deny/Delete journals
- Approve journals
- Post journals
- Copy journals
- Inquire about journals



# Manage Journals: Overview





# Deny/Delete Journals

An approver can deny and/or delete a journal.

## Deny:

- Denying a journal does not release the funds that were reserved during the journal's initial budget check process.
- Be sure that denied journals are either corrected or deleted.
- When denied journals are corrected, the **Budget Check Journal** process runs automatically during **Save** and releases the previous amounts. Funds are reserved for the corrected amounts, if appropriate.

For detailed instructions on denying journals, see the statewide course entitled **GL333: Approving Journals** on the Cardinal website in **Course Materials** under **Training**.

## Delete:

- When deleting a journal, the **Budget Check Journal** process runs automatically and releases the funds reserved.
- Journals that have passed the budget check process but have not posted can be deleted.
- The system creates an audit trail of the deletion.
- Journals can be deleted by the originator, as well as the approver.
- Journals cannot be deleted once they have posted.



# Delete Journals

To delete a journal, from the **Create/Update Journal Entries** page, **Lines** tab, select **Delete Journal** from the **Process** drop-down box and click the **Process** button.

Navigation: Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Header | **Lines** | Totals | Errors | Approval

Unit 15100      Journal ID 0001289132      Date 11/01/2019      ☐ Errors Only

Template List      Search Criteria      Change Values      View Audit Logs

Inter/IntraUnit      \*Process Delete Journal ▾      Process      Line 10

▼ **Lines**      Personalize | Find | |

Select	Line	*Unit	*Ledger	SpeedType	Account▲	Fund▲	Program▲	Department	Amount	Stat
<input type="checkbox"/>	1	15100	ACTUALS		5013110	01000	799001	92100	1,250.00	
<input type="checkbox"/>	2	15100	ACTUALS		5013120	01000	799001	92100	-1,250.00	

Lines to add 1

▼ **Totals**      Personalize | Find | View All | |      First 1 of 1 Last

Unit	Total Lines	Total Debits▲	Total Credits	Journal Status	Budget Status▼
15100	2	1,250.00	1,250.00	V	V

Save    Return to Search    Notify    Refresh      Add    Update/Display

Header | Lines | Totals | Errors | Approval





# Delete Journals (continued)

A pop-up window asks for confirmation to delete this journal. To confirm deletion, click **Yes**. To cancel, click **No**.

If **Yes** is selected, the **Budget Check Journal** process runs automatically and releases the funds reserved and a pop-up window displays confirming that the journal has been deleted. Click the **OK** button.

The screenshot displays the 'Journal Entry' screen in a software application. The 'Process' button is highlighted. A 'Message' dialog box is overlaid, asking for confirmation to delete the journal. The dialog box text is: 'Are you sure that you want to delete this journal? (5010,30)'. Below the dialog box, another 'Message' dialog box is shown, stating: 'Journal 0001289132 is physically deleted. (5210,7)'. The 'OK' button is highlighted in the second dialog box.

Unit	Total Lines	Total Debits	Total Credits	Journal Status
15100	2	1,250.00	1,250.00	V



# Approve Journals: Overview

Once journals are manually submitted for approval, Cardinal Workflow routes journals entered or updated online to the appropriate approver(s) Worklist for approval. All journals must be approved before they can be posted to the General Ledger. Some journals may require multiple levels of approval. Once all necessary approvals are complete, the journals can be manually posted to the General Ledger in batch or overnight by an automated batch process.

**Manual/Spreadsheet Journals** - Manual journals and spreadsheet journal uploads must be approved by an agency approver in the General Ledger.

**Other Cardinal Module Journals** - Journals from Accounts Payable, Expenses, and Accounts Receivable – Funds Receipts are pre-approved in their modules. As a result, they do not need to be approved again in General Ledger unless they are modified online in the General Ledger.

**Interfaced Journals** - Interfaced journals are assumed to have already been approved in the agency external system per the agency's specific business processes. As a result, they generally do not need to be approved again in the General Ledger, unless they are modified online.

However, if the journal contains capital outlay or non-exempt legal service values as identified below, the journal routes to DOA for online approval.


- Capital outlay projects with a **Program** value of **998000** that have not received their environmental impact study
- Journals with a non-exempt legal services **Account** value of **5012430**



# Approve Journals: Option 1

Workflow determines the appropriate approver(s) based on the profile of the user who created the journal and the type of expense. Approvers can view items awaiting approval by checking their worklist. Approvers should check the worklist frequently (at least daily) for journals requiring approval.

To approve journals using the Worklist, click on the **Worklist** hyperlink at the top of the **Home** page. A list of journals needing to be approved is returned. Click on the link for the desired journal.



[Home](#) [Worklist](#) [Add to Favorites](#) [Sign Out](#)

[All](#)  [Advanced Search](#)

[Favorites](#) [Main Menu](#) [Worklist](#) [Worklist](#)

[New Window](#) [Personalize Page](#)

## Worklist

Worklist for WALLACE.ROBERTS: Roberts, Wallace 'Rob' (VDOT)

[Detail View](#)

Worklist Filters

[Feed](#)

Worklist Items

[Personalize](#) [Find](#) [View All](#) [First](#) [1-6 of 6](#) [Last](#)

From	Date From	Work Item	Worked By Activity	Priority	Link		
Easter-Webster, Gloria (VDOT)	08/06/2019	Approval Routing	Approval Workflow	1-High	<a href="#">GLJournalApproval_592052.STATE, 1910-01-02.N.0, BUSINESS_UNIT:50100, JOURNAL_ID:0001286349, JOURNAL_DATE:2019-07-31, BUSINESS_UNIT_LN:50100, RDC:RA.0.A.</a>	Mark Worked	Reassign
Easter-Webster, Gloria (VDOT)	08/06/2019	Approval Routing	Approval Workflow	1-High	<a href="#">GLJournalApproval_592057.STATE, 1910-01-02.N.0, BUSINESS_UNIT:50100, JOURNAL_ID:0001286430, JOURNAL_DATE:2019-08-06, BUSINESS_UNIT_LN:50100, RDC:RA.0.A.</a>	Mark Worked	Reassign



# Approve Journals: Option 1 (continued)

The **GL Journal Approval** page for the journal displays.

The journal can be approved using the **Approve** button. Denied using the **Deny** button. Placed on hold for further action review using the **Hold** button.

If the journal is denied or placed on hold, Cardinal requires comments be entered in the **Comments** box.

After adding comments in the **Comments** box, click on Approve.

Favorites ▾Main Menu ▾ > Worklist ▾ > Worklist

### GL Journal Approval

Business Unit 50100

Journal ID 0001286430

Journal Date 08/08/2019

Line Unit 50100

Ledger Group ACTUALS

Adjusting Entry N

Fiscal Year 2020

Period 2

Return to Worklist

Attachments (0)

Go to Journal Entry Page

Status Pending

Debits \$765.00

Credits \$765.00

Description Move legal expenditures from 1

Requester GLORIA.EASTERWEBSTER

### Jrnl Approval

Unit 50100, ID 0001286430, Date 2019-08-06, Line Unit 50100:Pending

Start New Path

Pending

Multiple Approvers

GL Journal Approver

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

Place comments here that support the denied action.

203 characters remaining

Approve

Deny

Hold

Pushback

Add Comments

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# Approve Journals: Option 1 (continued)

After the GL Journal has been approved the user can view or hide comments from the originator. Click on the **View/Hide Comments** link. The comments will display under the approval workflow.

Favorites ▾Main Menu ▾ > Worklist ▾ > Worklist

GL Journal Approval

Business Unit 50100

Journal ID 0001287895

Journal Date 08/07/2019

Line Unit 50100

Ledger Group ACTUALS

Adjusting Entry N

Fiscal Year 2020

Period 2

Return to Worklist

Attachments (0)

Go to Journal Entry Page

Status Approved

Debits \$2,738.78

Credits \$2,738.78

Description To Correct Charges to Wrong De

Requester SCOTT.BOLLING

Jrnl Approval

Unit 50100, ID 0001287895, Date 2019-08-07, Line Unit 50100:Approved

View/Hide Comments

Jrnl Approval

Approved

✓ Roberts, Wallace 'Rob' (VDOT)  
GL Journal Approver  
11/01/19 - 3:36 PM

Comments

Roberts, Wallace 'Rob' (VDOT) at 11/01/19 - 3:36 PM  
This is a test

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

254 characters remaining

Approve

Deny

Hold

Pushback

Add Comments



# Approve Journals: Option 2

Another option for approving journals is to navigate to the **Create/Update Journal Entries** page and search for the desired journal.

On the **Approval** tab, select the **Approval Action** of **Approve**.

Click the **Submit** button.

**Jrnl Approval** updates to **Approved**.

For more detailed information about approving journals, see the statewide course entitled **SW GL333: Approving Journals**, located on the Cardinal website in **Course Materials** under **Training**.

The screenshot shows the 'Create/Update Journal Entries' page with the 'Approval' tab selected. The 'Approval Action' is set to 'Approve' and the 'Submit' button is highlighted. Below, the 'Jrnl Approval' status changes from 'Pending' to 'Approved'.

**Approval Status**

Unit 50100 Journal ID 0001287920 Date 08/07/2019

Approval Check Active Y

Approval Status Pending Approval

Approval Action Approve

Deny Comments

254 characters remaining

**Jrnl Approval**

Unit 50100, ID 0001287920, Date 2019-08-07, Line Unit 50100: Pending

Jrnl Approval

Pending

Multiple Approvers

GL Journal Approver

**Approval History**

254 characters remaining

**Jrnl Approval**

Unit 50100, ID 0001287920, Date 2019-08-07, Line Unit 50100: Approved

Jrnl Approval

Approved

Roberts, Wallace 'Rob' (VDOT)

GL Journal Approver

11/01/19 - 3:41 PM



# Approve Journals: Review

Remember that interfaced journals are not subject to approval unless changes are made online.

Some journals require multiple approvals. Examples where DOA approval is required:

- Capital outlay projects with a **Program** value of **998000** that have not received their environmental impact study.
- Journals with an **Account** value of **5012430** (Legal Services).

After approval, journals still have a **Journal Header Status** of **Valid** until the journal is posted in General Ledger.



# Post Journals

Once approved, a journal is eligible to **Post**.

The **Journal Post** process:

- Posts valid (edited/budget checked) and approved journals in the General Ledger
- Posts each journal and summarizes in the appropriate ledger
- Updates the **Journal Header Status** to **Posted**





# Create/Update Journal Entries: Post

Most journal entries are posted during the nightly batch process. However, journals can be posted manually by the journal approver.

To post an individual journal manually, select **Post Journal** in the **Process** field on the journal **Lines** page and click the **Process** button.

From the journal lines select **Post Journal** and click on process. After a brief pause, the following message appears:

The screenshot shows the 'Create/Update Journal Entries' window. The 'Process' dropdown is set to 'Post Journal' and the 'Process' button is highlighted. A message box is displayed with the following text:

**Message**

Would you like to wait for confirmation that the Post process has completed? (5010,467)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.

**Yes** **No**

There are three possible actions the user can take to complete the action:

- Click Yes
- Click No
- Do Nothing



# Create/Update Journal Entries: Post (continued)

If the user clicks **Yes** the Journal Entries action is completed and the page will display as shown below and the transaction will complete successfully.

Navigation: Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Unit: 19900 Journal ID: 0001211341 Date: 06/13/2019 ☐ Errors Only  
Template List Search Criteria View Audit Logs  
\*Process: Edit Journal  Line: 10

**Lines** Personalize | Find |

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task	FIPS
<input type="checkbox"/>	1	19900	ACTUALS		5022780	02199	503017	19900			
<input type="checkbox"/>	2	19900	ACTUALS		5011110	10000	503017	19900			
<input type="checkbox"/>	3	19900	ACTUALS		5022170	01000	503001	19900			
<input type="checkbox"/>	4	19900	ACTUALS		101010	02199		99999			
<input type="checkbox"/>	5	19900	ACTUALS		101010	10000		99999			
<input type="checkbox"/>	6	19900	ACTUALS		101010	02199		99999			
<input type="checkbox"/>	7	19900	ACTUALS		101010	01000		99999			

**Totals** Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
19900	7	600.00	600.00	P	V

Header | Lines | Totals | Errors | Approval



## Create/Update Journal Entries: Post (continued)

If the user clicks **No** when completing the **POST** process the Journal Entry action will create a message. Make a note of the process instance number.

**Message**

Would you like to wait for confirmation that the Post process has completed? (5010,467)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.

**Message**

Journal has been scheduled for post. The process instance number is 10648912. (5010,468)

Please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.

Click ok and navigate to the Process Monitor to referenced process instance10648912.



# Create/Update Journal Entries: Post (continued)

**Main Menu > General Ledger > People Tools > Process Scheduler>Process Monitor**

In the **Instance From** field enter the Instance number referenced in the prior message.

**Click Refresh.** The **Run Status** will display the transaction is successful.

Process List

View Process Request For

User ID  Type  Last  Days  Refresh

Server  Name  Instance From  Instance To  Report Manager

Run Status  Distribution Status  ☒ Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10648794		Application Engine	GL_JEDIT_0	PPS1_KAREN.GHOLSON	10/31/2019 12:42:48PM EDT	Success	Posted	Details

Click on **Details** link



# Create/Update Journal Entries: Post (continued)

Click on **View Log** link. The **LOG** will display under the name field. Click on the **LOG** and validate the process is completed successfully.

Process Detail

Process

Instance 10648795

Type Application Engine

Name GL\_JP

Description GL Journal Posting

Run Status Success

Distribution Status Posted

Run

Update Process

Run Control ID ONLJPWALLACE.ROBERTS0000000001

Location Server

Server PSUNX2

Recurrence

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Actions

Request Created On 10/31/2019 1:33:46PM EDT

Run Anytime After 10/31/2019 1:33:45PM EDT

Began Process At 10/31/2019 1:34:03PM EDT

Ended Process At 10/31/2019 1:34:17PM EDT

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

OK

Cancel

View Log/Trace

Report

Report ID 47310732

Process Instance 10648795

Message Log

Name GL\_JP

Process Type Application Engine

Run Status Success

GL Journal Posting

Distribution Details

Distribution Node fintrn

Expiration Date 11/30/2019

File List

Name	File Size (bytes)	Datetime Created
AE_GL_JP_10648795.log	526	10/31/2019 1:34:17.784471PM EDT

Distribute To

Distribution ID Type

\*Distribution ID

User

WALLACE.ROBERTS

Return



# Create/Update Journal Entries: Post (continued)

The following is displayed on the **LOG**

```
PeopleTools 8.57.04 - Application Engine
Copyright (c) 1988-2019 Oracle and/or its affiliates.
All Rights Reserved

Begin Posting at 2019-10-31-13.34.07.204506. (5830,1)

Begin processing Journal Posting Request number 1 for User ID "WALLACE.ROBERTS" and Run Control ID "ONLJPWALLACE.ROBERTS0000000001". (5830,4)

Unit "50100", Ledger Group "ACTUALS": Journals Posted: 1; UnPosted: 0; Reversals Created: 0. (5830,6)

Finished Posting at 2019-10-31-13.34.17.387386. (5830,2)
Application Engine program GL_JP ended normally
```

**NOTE:** When the user initiates the Edit or Post process and receives the warning message but **does not respond** to the message and instead closes the browser tab and returns to the journal in Cardinal, the journal entry **WILL NOT PROCESS AN EDIT OR POST**.



# Post Journals: Individual Journals (continued)

A pop-up displays asking for confirmation to post the journal. Click the **OK** button.

Once posted, the **Journal Status** updates to **P** (Posted).

The screenshot shows the 'Create/Update Journal Entries' window. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Header' tab is active. Below the tabs, there are fields for 'Unit: 15100', 'Journal ID: 0000966022', and 'Date: 09/11/2018'. There is a 'Process' button. A 'Message' pop-up is displayed in the bottom right corner, asking 'Are you sure that you want to post this journal? (5010.45)' with 'OK' and 'Cancel' buttons. The 'Lines' section shows a table with 2 lines. The 'Totals' section shows 'Total Lines: 2' and 'Total Debits: 100.00'.

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	PC Bus Unit
<input type="checkbox"/>	1	15100	ACTUALS		5012110	06000	820001	97500		
<input type="checkbox"/>	2	15100	ACTUALS		5012140	06000	820001	97500		

Unit	Total Lines	Total Debits
15100	2	100.00

The screenshot shows the 'Create/Update Journal Entries' window after the journal has been posted. The 'Header' tab is active. The 'Process' button is now disabled. The 'Lines' section shows the same 2 lines. The 'Totals' section shows 'Total Lines: 2' and 'Total Debits: 100.00'. The 'Journal Status' is now 'P' (Posted), which is highlighted with a red box. The 'Budget Status' is 'V'.

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	PC Bus Unit
<input type="checkbox"/>	1	15100	ACTUALS		5012110	06000	820001	97500		
<input type="checkbox"/>	2	15100	ACTUALS		5012140	06000	820001	97500		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	100.00	100.00	P	V



# Post Journals: By Batch

A group of journals can also be posted manually in batch. To post a group of journals, navigate using the following path:

**Main Menu > General Ledger > Journals > Process Journals > Post Journals**

Choose a **Process Frequency** of **Once**. Enter valid parameters, including a **Description**, to specify the group of journals to be posted.

In this example, all journals with Journal Dates of 03/01/2019 through 03/31/2019 will be posted. Other parameter values that can be used are **Journal IDs**, **Years**, and **Periods**.

Click the **Run** button.





# Post Journals: By Batch (continued)

The **Process Scheduler Request** page displays.

Select the **GL Journal Posting** check-box.

Click the **OK** button.

Process Scheduler Request

User ID: PPS1\_ALLISON.PATRICK Run Control ID: Post\_Journals

Server Name: [dropdown] Run Date: 04/18/2019 x [dropdown]  
Recurrence: [dropdown] Run Time: 12:09:52PM [Reset to Current Date/Time]  
Time Zone: [dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GL Journal Posting	GL_JP	Application Engine	Web	TEXT	Distribution

OK Cancel Refresh

The **Post Journals Request** page displays and a **Process Instance** number now displays.

- Click the **Process Monitor** link and review the Details to ensure that the process completed.
- Review the journals from the **Create/Update Journal Entries** page to ensure that all journals are now posted and have a **Journal Status** of **P** (posted).

Post Journals Request

Run Control ID: Post\_Journals Report Manager: [Process Monitor] [Run]

Process Request Parameters

Process Frequency: ☒ Once ☐ Always ☐ Don't Run

Business Unit: 15100  
Source: OH1  
Process Partition ID: [dropdown]  
Journal ID From: [dropdown]  
Journal Date From: 03/01/2019  
From Year: [dropdown]  
From Period: [dropdown]

Request Number: 1  
\*Description: Post\_Journals  
Ledger Group: [dropdown]  
System Source: [dropdown]  
Journal ID To: [dropdown]  
Journal Date To: 03/31/2019  
To Year: [dropdown]  
To Period: [dropdown]

☐ Skip Open Item Reconciliation ☒ Skip Summary Ledger Update ☒ Skip Database Incremental Load

Leave a field blank to select all its values.  
☐ Autopilot Run Control

Save Notify Refresh Add Update/Display



# Copy Journals: Individual Journals

Cardinal enables copying of information in an existing journal to use for a new journal entry. Select the journal to copy by navigating to the **Create/Update Journal Entries** page, **Find an Existing Value** tab. Copy posted or unposted journals and change the header and lines as needed.

After selecting and retrieving the journal to be copied, select **Copy Journal** from the **Process** drop-down box and click the **Process** button.

Navigation: Favorites ▾ | Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit 15100 | Journal ID 0001289117 | Date 10/09/2019 | ☐ Errors Only

Template List | Search Criteria | Change Values | View Audit Logs

Inter/IntraUnit | **\*Process** Copy Journal ▾ | **Process** | Line 10 ▾ ▾ ▾

▼ Lines | Personalize | Find | |

Select	Line	*Unit	*Ledger	SpeedType	Account▲	Fund▲	Program▲	Department	Amount
<input type="checkbox"/>	1	15100	ACTUALS	<input type="text"/>	5013110	01000	799001	92100	1,250.00
<input type="checkbox"/>	2	15100	ACTUALS	<input type="text"/>	5013120	01000	799001	92100	-1,250.00

Lines to add

▼ Totals | Personalize | Find | View All | | | First ◀ 1 of 1 ▶ Last

Unit	Total Lines	Total Debits▲	Total Credits	Journal Status	Budget Status▼
15100	2	1,250.00	1,250.00	V	V

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval



# Copy Journals: Individual Journals (continued)

The **Journal Entry Copy** pop-up window displays. The **Journal ID** field defaults to **NEXT** and is updated to the next sequential number once the new journal is saved.

The **Journal Date** defaults to the current date but can be changed to a date within an open accounting period.

Click the **Reverse Signs** check-box if the journal should be recreated with all amounts reversed from the original journal.

The **Recalculate Budget Date** defaults checked and cannot be changed.

Click the **Save Journal Incomplete Status** check-box if the journal needs to be saved and completed later.

After reviewing the **Journal Entry Copy** fields, click the **OK** button to access the newly copied journal.

Journal Entry Copy

Business Unit 15100 Copy From ID 0000966022 Copy From Date 09/11/2018

Journal ID NEXT Journal Date 10/01/2018 ADB Date Currency Effective Date

Ledger New Ledger Document Type

☐ Reverse Signs ☒ Recalculate Budget Date ☐ Save Journal Incomplete Status

**Reversal Date**

☒ Do Not Generate Reversal  
☐ Beginning of Next Period  
☐ End of Next Period  
☐ Next Day  
☐ Adjustment Period  
☐ On Date Specified By User

Adjustment Period Reversal Date

**ADB Reversal Date**

☒ Same As Journal Reversal  
☐ On Date Specified By User

ADB Reversal Date

OK Cancel Refresh



# Copy Journals: Individual Journals (continued)

The **Lines** tab for the newly created journal displays.

Click on the **Header** tab to view the header for the newly created journal.

Note that for all journals copied with a source other than ATA, the **Source** is automatically updated to **ONL** (Online). Do NOT change this.

ATA journals will still show a **Source** of **ATA** and can be updated, as necessary.

Update the journal as needed and follow normal journal entry and processing procedures.

Header | Lines | Totals | Errors | Approval

Unit 15100 Journal ID 0000966024 Date 10/01/2018

Long Description To correct account on deposits 852  
220 characters remaining

\*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger

\*Source ONL

Reference Number

Journal Class

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)Commitment Control

Reversal: Do Not Generate Reversal

Entered By UHK37558 Sprouse, Erin (DOA)

Entered On 10/01/2018 11:29:12AM

Last Updated On 10/01/2018 11:29:12AM

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Save Return to Search Notify Refresh Add Update/Display



# Copy Journals: By Batch

Cardinal also enables copying of journals by batch. To copy a group of journals use the following path:

**Main Menu > General Ledger > Journals > Journal Entry > Copy Journals**

The **Copy Journals Run Control** page displays. If this is the first time copying journals in batch, select the **Add a New Value** tab to add a **Run Control ID**, and click the **Add** button. If this is a recurring task, enter the **Run Control ID** and click the **Search** button to access the **Copy Journals** page.

The screenshot shows the 'Copy Journals' page in a web application. At the top, a breadcrumb trail reads: 'Main Menu > General Ledger > Journals > Journal Entry > Copy Journals'. Below this, the page title 'Copy Journals' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there is a text input field labeled 'Run Control ID' containing the text 'Copy\_Journals'. To the right of the input field is a small 'x' icon. Below the input field is a yellow 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.



# Copy Journals: By Batch (continued)

The **Copy Journals Request** page displays. Enter the journal(s) information that is to be copied. To add additional lines, click the plus (+) button to the right of the request parameters.

Once all journal information is entered, click the **Run** button and follow the procedures for reviewing details, ensuring that the journals were copied and then making changes to the journals, as necessary.

Favorites ▾Main Menu ▾> General Ledger ▾> Journals ▾> Journal Entry ▾> Copy Journals

Copy Journals Request

Run Control ID Copy\_JournalsReport ManagerProcess MonitorRun

Process Request Parameters

Personalize | Find | View All | [Print] [Export]First1 of 1Last

*Process Frequency	*Unit	*Journal ID	*Date	*New Journal ID	New Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status	
Once ▾	15100 🔍	0001108439 🔍	04/18/2019 🔍	NEXT	04/18/2019 📅	Reversal	04/18/2019 📅	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ -

SaveNotifyRefreshAddUpdate/Display



# Journal Inquiries: Journal Status – Option 1

To review the status of existing journals, using the **Journal Header Status** and/or **Budget Checking Header Status**, navigate to the **Create/Update Journal Entries** page using the following path:

**Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

On the **Find an Existing Value** tab, click the **Clear** button to clear the search fields.

The **Journal Header Status** and **Budget Checking Header Status** fields allow searching for journals based on their edit or budget check status. In this example, the search is **Journal Header Status = Journal Has Errors**.

After entering valid search criteria, click the **Search** button. **Search Results** are returned at the bottom of the page.

Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Business Unit

=

15100

Q

Journal ID

begins with

Journal Date

=

Document Sequence Number

begins with

Line Business Unit

=

Q

Journal Header Status

=

Journal Has Errors

Budget Checking Header Status

=

Source

=

Q

User ID

begins with

Q

Attachment Exist

=

Case Sensitive

Limit the number of results to (up to 300):

300

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net
15100	AR00020519	04/02/2013	0	(blank)	15100	Errors	Valid	ACTUALS	AR	USD	2	135.1	0



# Journal Inquiries: Journal Status – Option 2

At any time during journal processing, another option to view the status of journals and the journal line details is to go to the **Review Journal Status** page by navigating using the following path:

**Main Menu > General Ledger > Journals > Process Journals > Review Journal Status**

Click the **Clear** button. Enter valid criteria in the Search Criteria fields.

In this example, the search is **Journal Header Status = Journal Has Errors**.

Click the **Search** button and a list of **Search Results** displays at the bottom of the page.

Click on the hyperlink for the desired journal.

The screenshot shows the 'Review Journal Status' page. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Process Journals > Review Journal Status. The page title is 'Review Journal Status'. Below the title is a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. The 'Search Criteria' section is highlighted with a red box. It contains the following fields: Business Unit (dropdown), Journal ID (text input), Journal Date (dropdown), UnPost Sequence (dropdown), Document Sequence Number (dropdown), and Journal Header Status (dropdown). The 'Journal Header Status' dropdown is set to 'Journal Has Errors'. Below the search criteria is a 'Limit the number of results to (up to 300):' field set to 300. At the bottom of the search criteria section are buttons: Search, Clear, Basic Search, and Save Search Criteria. Below the search criteria is the 'Search Results' section. It has a 'View All' link and a pagination bar showing 'First', '1 of 4', and 'Last'. The results are displayed in a table with the following columns: Business Unit, Journal ID, Journal Date, UnPost Sequence, Document Sequence Number, Journal Header Status, Budget Checking Header Status, and Ledger Group. The table contains four rows of data. The fourth row is highlighted with a red box, showing '15100', 'AR00020519', '04/02/2013', '0', '(blank)', 'Errors', 'Valid', and 'ACTUALS'.

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group
15100	0000966011	09/10/2018	0	(blank)	Errors	Not Chk'd	ACTUALS
15100	0000966012	09/10/2018	0	(blank)	Errors	Not Chk'd	ACTUALS
15100	0000966013	09/11/2018	0	(blank)	Errors	Not Chk'd	ACTUALS
15100	AR00020519	04/02/2013	0	(blank)	Errors	Valid	ACTUALS





# Journal Inquiries: Audit Logs – Option 1

When a journal entry is saved for the first time, Cardinal creates an audit trail of journal events such as journal creation, deletion, edit, post, etc.

After a journal is selected, from the **Create/Update Journal Entries** page, **Lines** tab, click on the **View Audit Logs** hyperlink.

Favorites ▾Main Menu ▾>General Ledger ▾>Journals ▾>Journal Entry ▾>Create/Update Journal Entries

HeaderLinesTotalsErrorsApproval

Unit 15100Journal ID AR00020519Date 04/02/2013

Errors OnlyView Audit Logs

Template ListSearch Criteria

\*Process Edit JournalProcess

Line 10

Lines

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task	FIPS
<input type="checkbox"/>	1	15100	ACTUALS		154601	01000	799001	92100			
<input type="checkbox"/>	2	15100	ACTUALS		154601	01000	799001	92100			

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	135.10	135.10	E	V

SaveReturn to SearchNotifyRefresh

AddUpdate/Display

Header | Lines | Totals | Errors | Approval

120



# Journal Inquiries: Audit Logs – Option 2

Another way to view the audit log is by accessing the **Search Audit Logs** page. Navigate to this page using the following path:

**Main Menu > Set Up Financials/Supply Chain > Common Definitions > Audit Logging > Search Audit Logs**

Choose the **General Ledger Application Name** and click the **Search** button.

Search Audit Logs

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Application Name = General Ledger

Document Code begins with

Document Name begins with

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria



# Journal Inquiries: Audit Logs – Option 2 (continued)

The **Search Audit Logs** page displays. Enter valid **Search Criteria** and click the **Search** button. The **Search Results**, with the audit trail of the selected journal, display at the bottom of the page.

### Search Audit Logs

Application Name General LedgerDocument Name GL JOURNAL

#### Search Criteria

\*

Business Unitis equal to15100

GL Journal IDbegins with0000342761

Journal Date=

Journal Processis equal to

Event Codeis equal to

Event Dateis equal to

User IDis equal to

Process Instanceis equal to

☐ Include Archive☒ Include Batch Changes☐ Include Purge Logs

Search

Clear

Only the first 300 results can be displayed.

#### Search Results

Personalize | Find | First 1-5 of 5 Last

Business Unit	GL Journal ID	Journal Date	UnPost Sequence	Journal Process	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
15100	0000342761	2016-07-31	0	01	CREATE	Create Journal	08/04/2016 9:19:43.000000AM	VPH82737		Journal has been created by Create/Update Journal Entries component.
15100	0000342761	2016-07-31	0	01	UPDATE	Update Journal	08/04/2016 9:20:34.000000AM	VPH82737		Journal has been updated by Create/Update Journal Entries component.
15100	0000342761	2016-07-31	0	01	UPDATE	Update Journal	08/04/2016 9:20:37.000000AM	VPH82737		Journal has been updated by Create/Update Journal Entries component.
15100	0000342761	2016-07-31	0	01	UPDATE	Update Journal	08/04/2016 11:32:48.000000AM	HSJ34926		Journal has been updated by Create/Update Journal Entries component.
15100	0000342761	2016-07-31	0	01	UPDATE	Update Journal	08/04/2016 11:32:50.000000AM	HSJ34926		Journal has been updated by Create/Update Journal Entries component.

# Journal Inquiries: Journal Inquiry Details

View details for journal header and journal lines using the **Journal Inquiry – Journal Inquiry Details** page.

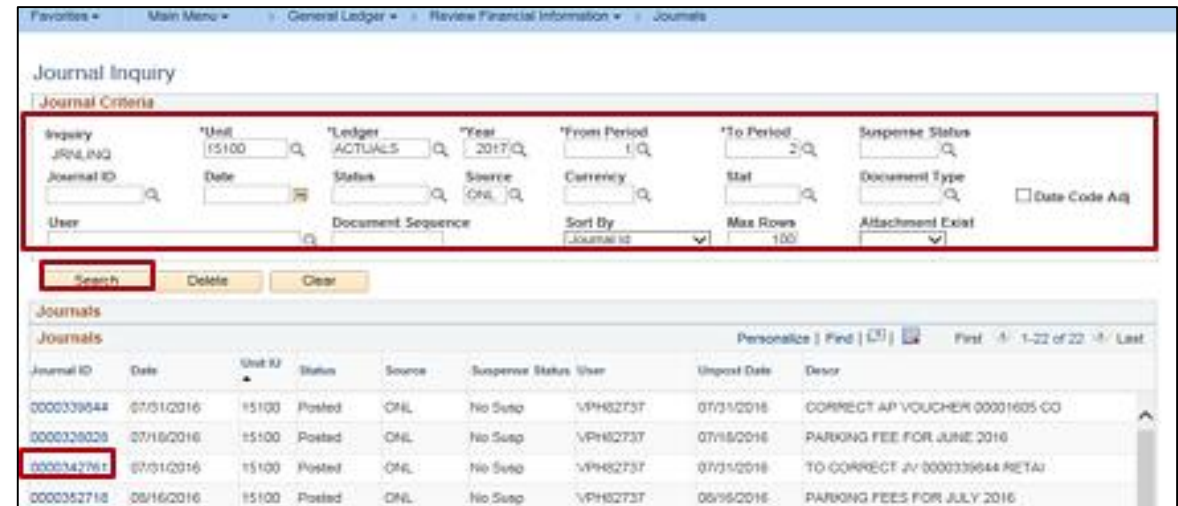
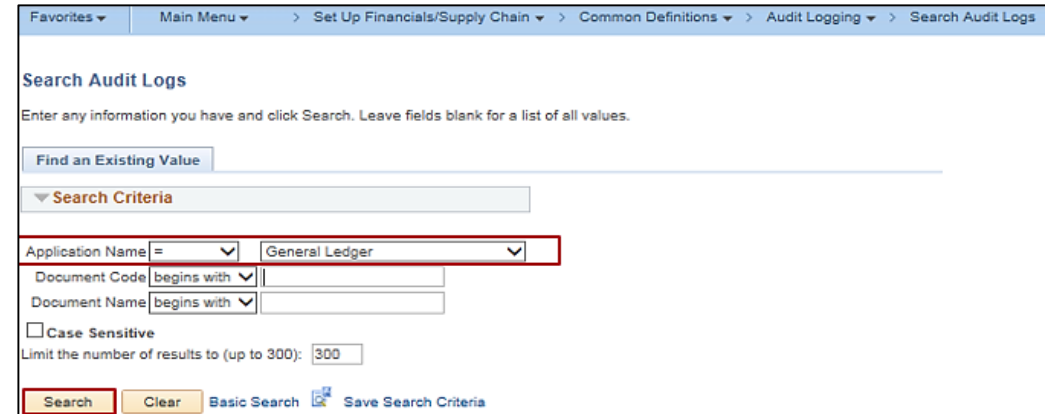
Navigate to this inquiry using the following path:

**Main Menu > General Ledger > Review Financial Information > Journals**

If this is the first time using this search, use the **Add a New Value** tab and create an **Inquiry Name**. Otherwise, use an existing **Inquiry Name**. Click the **Search** button.

Enter valid **Journal Criteria** and click the **Search** button. A list of journals meeting the criteria displays at the bottom of the page.

To navigate to the **Journal Inquiry Details** page, click on the desired **Journal ID** hyperlink.



Journal ID	Date	Unit ID	Status	Source	Suspense Status	User	Unpost Date	Descr
0000339544	07/31/2016	15100	Posted	OHL	No Susp	MPH82737	07/31/2016	CORRECT AP VOUCHER 00001605 GO
0000328028	07/16/2016	15100	Posted	OHL	No Susp	MPH82737	07/16/2016	PARKING FEE FOR JUNE 2016
0000342761	07/31/2016	15100	Posted	OHL	No Susp	MPH82737	07/31/2016	TO CORRECT JV 0000339544 RETAI
0000352718	08/16/2016	15100	Posted	OHL	No Susp	MPH82737	08/16/2016	PARKING FEES FOR JULY 2016



# Journal Inquiries: Journal Inquiry Details (continued)

The **Journal Inquiry - Journal Inquiry Details** page for the selected journal displays showing detailed journal lines.

Journal Inquiry  
Journal Inquiry Details

> Ledger Criteria

Go To Journal Criteria

Journal Header

Journal ID	0000342761	Date	07/31/2016	Schedule	
Ledger Group	ACTUALS	Original Date	07/31/2016	Process	No Request
Source	CNL	Date Posted	08/04/2016	Total Lines	4
Journal Status	Posted	Reversal Date		User ID	VPH32737
Balanced	DR=CR	Reversal	None	InterUnit BU	15100
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	TO CORRECT JV 0000339844 RETAINAGE PAYABLE ENTRY				

View Attachment (0)

☒ All Lines ☐ From/To

From Line  To Line

Query Journal Lines

Totals by Currency

Currency	USD	Debit Amount	450,000.00	Credit Amount	450,000.00	Net	0.00
----------	-----	--------------	------------	---------------	------------	-----	------

Find | View All | First | 1 of 1 | Last

Journal Line

Personalize | Find | View All | | First | 1-4 of 4 | Last

Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Fund	Program	Department	Cost Center
1	Accounts Payable-Retainage		225,000.00	USD	205023	06090	711008	95700	
2	Accounts Payable-Retainage		-225,000.00	USD	205023	06011	711008	95100	
3	Cash With The Treasurer Of VA		-225,000.00	USD	101010	06090		99999	
4	Cash With The Treasurer Of VA		225,000.00	USD	101010	06011		99999	

< >

Save Notify Add Update/Display



# Journal Inquiries: Journal Inquiry Details with Drill to Source

Drill to Source can only be used when searching for journals from modules other than GL (AP, Expenses, AR). The search is the same but journals begin with the prefix identifying the module (e.g., AP, AR).

Enter valid **Journal Criteria**. Update the **Source** to the source desired. In this example, Accounts Payable journals are desired so the **Source** is **AP**.

Click the **Search** button. A list of journals meeting the criteria displays at the bottom of the page.

To navigate to the **Journal Inquiry Details** page, click on the desired **Journal ID** hyperlink.

Journal Inquiry

**Journal Criteria**

Inquiry: JRNLIQ    \*Unit: 15100    \*Ledger: ACTUALS    \*Year: 2019    \*From Period: 1    \*To Period: 4    Suspense Status:    ☐ Date Code Adj

Journal ID:    Date:    Status:    **Source: AP**    Currency:    Stat:    Document Type:    ☐ Date Code Adj

User:    Document Sequence:    Sort By: Journal Id    Max Rows: 100    Attachment Exist:    ☐

**Search**    Delete    Clear

**Journals**

Personalize | Find | 1-20 of 20 | First | Last

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
AP00960155	07/24/2018	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	07/24/2018	AP Payments
AP00957505	07/19/2018	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	07/19/2018	AP Payments
AP00961127	07/25/2018	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	07/25/2018	Accounts Payat
AP00954903	07/17/2018	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	07/17/2018	AP Payments
AP00957065	07/18/2018	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	07/18/2018	Accounts Payat
<b>AP00965003</b>	07/30/2018	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	07/30/2018	Accounts Payat
AP00962963	07/27/2018	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	07/27/2018	AP Payments





# Journal Inquiries: Journal Inquiry Details with Drill to Source (continued)

The **Journal Inquiry - Journal Inquiry Details** page displays **Journal Header** and **Journal Line** information for the selected journal.

Click on the **Drill to Source** icon for a specific journal line in the **Journal Line** section of the page to drilldown to the original transaction.

**Note:** There is no **Drill to Source** icon on the GL **Journal Inquiry Details** page.

Journal Inquiry  
Journal Inquiry Details

**Ledger Criteria**

Go To Journal Criteria

**Journal Header**

Journal ID	AP00965003	Date	07/30/2018	Schedule	
Ledger Group	ACTUALS	Original Date	07/30/2018	Process	No Request
Source	AP	Date Posted	07/30/2018	Total Lines	4
Journal Status	Posted	Reversal Date		User ID	AA_CARDINAL_BATCH_GL
Balanced	DR+CR	Reversal	None	InterUnit BU	15100
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	Accounts Payable				

View Attachment (0)

☒ All Lines ☐ From/To

From Line  To Line

Query Journal Lines

**Totals by Currency**

Currency	USD	Debit Amount	27,928.00	Credit Amount	27,928.00	Net	0.00
----------	-----	--------------	-----------	---------------	-----------	-----	------

**Journal Line**

Drill to Source	Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Fund	Program	Department	Cost Center
	1	Accounts Payable		-13,655.00	USD	205025	01000		99999	
	2	Accounts Payable		-14,073.00	USD	205025	06150		99999	
	3	JUNE SERVICES		13,655.00	USD	5012660	01000	724004	98300	
	4	JUNE SERVICES		14,073.00	USD	5012740	06150	711007	95800	

Save Return to Search Notify Add Update/Display



# Journal Inquiries: Journal Inquiry Details with Drill to Source (continued)

The **Drill to Source** page displays the **Journal ID**, **ChartFields**, and **Details**, including the **Voucher ID** associated with the selected journal line. The information displayed varies based on the source of the journal.

For additional information, click on the **Voucher ID** hyperlink in the **Details** section.

Click on the various tabs, **Main Information**, **ChartFields**, or **Journal**, to get additional information about the journal.

Expand all the fields by clicking on the **Show all columns** icon.

Drill to Source

Journal ID: AP00065003, Date: 07/00/2018, GL Journal

Business Unit: 15100, Ledger: ACTUALS, Line: 2, Line Descr: Accounts Payable

ChartFields

Account	Fund	Program	Department	Cost Center	Task	FPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity
205025	06150		99999									

Base Currency: USD, Base Amount: -14,073.00, Transaction Amount: -14,073.00

Statistics Code, Statistic Amount

Details

Voucher ID: 00002654, Description: Accounts Payable, Voucher Line: 1, Distrib Line: 1, Amount: -14,073.00 USD, Base Amount: -14,073.00 USD

Save, Return to Search, Notify

Voucher Accounting Entries

\*Business Unit: 15100, Voucher ID: 00002654, Invoice Number: AP055007, Invoice Date: 07/00/2018

\*Accounting Line View Option: Standard, Supplier ID: 000002627, Supplier Name: Computer Aid Inc

Accounting Information

Posting Process: AP Accrual, GL Unit Status: Distributed, Posting Date: 07/00/2018

Main Information, ChartFields, Journal

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-14,073.00 USD		ACTUALS	15100	07/00/2018
JUNE SERVICES	14,073.00 USD		ACTUALS	15100	07/00/2018





# Ledger Inquiries

The **Ledger Inquiry** page is used to review ledger information. Navigate to this inquiry using the following path:

**Main Menu > General Ledger > Review Financial Information > Ledger**

The **Ledger Find an Existing Value** page displays.

Click the **Add a New Value** tab. Create a new **Inquiry Name** if this is the first time using this inquiry.

Use the **Find an Existing Value** tab to search for an existing inquiry if this inquiry has been used before.

In this example, a new inquiry has been created with the name **LDGRINQ**. Click the **Add** button.

The screenshot shows the 'Ledger' page with a breadcrumb trail: Favorites > Main Menu > General Ledger > Review Financial Information > Ledger. The page title is 'Ledger'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs, there is a text input field for 'Inquiry Name' containing the text 'LDGRINQ' and a close button 'x'. Below the input field, there is a yellow 'Add' button highlighted with a red box. At the bottom of the page, there are two more tabs: 'Find an Existing Value' and 'Add a New Value', both highlighted with red boxes.



# Ledger Inquiries (continued)

The **Ledger Inquiry** page displays. Please note that commitment control and summary ledgers are not available from this page.

Enter the required **Ledger Criteria**:

- **Unit**
- **Ledger**
- **Fiscal Year**
- **From Period**
- **To Period**

Click the **Show YTD Balance** check-box to see the YTD balances for the specified ChartFields. The **From Period** must = 1.

Click the **Show Transaction Details** check-box to view ledger data along with the journal transactions that contributed to the balance.

Enter **ChartField Criteria** and click the **Search** button.

**Ledger Inquiry**

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

**Ledger Criteria**

Inquiry Name: LDGRINQ

\*Unit: 15100 \*Ledger: ACTUALS \*Fiscal Year: 2017 \*From Period: 1 \*To Period: 1

Currency:

Stat Code: Date Code View: 1 Trade Date:

☒ Show YTD Balance ☐ Show Transaction Details

☐ Include Closing Adjustments ☐ Only in Base Currency Max Ledger Rows: 100

**Search** **Clear** **Delete**

**ChartField Criteria** Personalize | Find | 1-14 of 14 | Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	5011230		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Asset			Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Task			Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Fund			Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
FIPS			Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6

**Include Adjustment Periods**

Set	Period
<input type="checkbox"/>	999



# Ledger Inquiries (continued)

In the **Ledger Criteria** section, enter the required field values. Additional fields and controls in the **Ledger Criteria** and **ChartField Criteria** sections are available and can help narrow the search results or provide additional summarization. See the chart below for field descriptions.

Field	Description
<b>Show YTD Balance</b>	When selected, inquiry returns year-to-date balances for specified ChartFields for the defined period(s), including period 0. Results are ordered by ChartField as selected in the criteria. If this box is not selected, the inquiry returns individual balances for the period(s) and ChartFields that are displayed ordered by <b>Period</b> , then ChartField. If <b>Show YTD Balance</b> check-box is selected, <b>From Period</b> in the criteria must = 1.
<b>Show Transaction Details</b>	View ledger data along with the journal transactions that contributed to the balance.
<b>Include Closing Adjustments</b>	Include closing balances (period 998) along with the current open period amounts.
<b>Max Ledger Rows</b>	Indicates the maximum number of rows to display. Override the default of 100 with any number <=300 rows.
<b>Delete</b>	Deletes the inquiry, cancels the page, and returns to a blank <b>Ledger Inquiry</b> page.
<b>ChartField</b>	Enter a ChartField value for one or more ChartFields to review specific ChartField data in a ledger.
<b>Sum By</b>	<p>One ChartField must be selected in order to sum by. If one is not selected an error message will display after selecting the <b>Search</b> button. The accounting period is always included in the sum by and is always the first column in the inquiry results.</p> <p>If ChartFields are selected in the <b>ChartField Criteria</b> for <b>Sum By</b> and the <b>Show Transaction Details check-box is not</b> checked, the results is a display of each row in the ledger that meets the criteria for business unit, ledger, fiscal year, accounting period, currency, and statistics code.</p>
<b>Value Required</b>	Select this check-box to filter out ChartFields with blank values. This check-box is available only when the <b>Sum By</b> check-box is selected. It is also unavailable for selection but is automatically selected by Cardinal if the ChartField <b>Account</b> has <b>Sum By</b> selected.
<b>Order By</b>	The results sort order of the ChartFields is based on the order in which you select <b>Sum By</b> for each ChartField.



# Ledger Inquiries: Ledger Summary

The **Ledger Summary** results display after clicking the **Search** button on the **Ledger Inquiry** page.

Click on the **Ledger Detail Drill-Down ChartField Display** hyperlink to select the ChartFields to display for Ledger Detail.

Click on the **Activity** link for specific transaction details.

The **Ledger Inquiry Transaction Details** page displays and shows the Journal IDs associated with that transaction.

Click on a **Journal ID** hyperlink to see specific details within the journal.

**Ledger Inquiry**

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down ChartField Display" to display the chartfields that are pertinent to your inquiry.

[Ledger Criteria](#)

Go To [Inquiry Criteria](#) [Ledger Detail Drill-Down ChartField Display](#)

Ledger Summary Find | View All First 1 of 1 Last

Ledger Amount by Currency Personalize | Find | 1-12 of 12 Last

Period	Activity	Detail	Account	Fund	Department	Task	FIPS	Asset	Account Description	Period (in Year)
	<a href="#">1 Activity</a>	Detail	5011230	01000	92100				Salaries, Classified	92

**Ledger Inquiry**

**Transaction Details**

[Ledger Criteria](#) Ledger Summary Transaction Criteria

Go To [Inquiry Criteria](#)

Transaction Details Find | View All First 1 of 1 Last

Ledger by Period and Chartfields Personalize | Find | 1 of 1

Period	Account	Fund	Department	Task	FIPS	Asset	Account Description	Stat
	5011230	01000	92100				Salaries, Classified	

Amount (in Transaction Currency) 92,049.18 USD Amount (in Base Currency) 92,049.18 USD

Journals Personalize | Find | 1-3 of 3 Last

Journal ID	Line Descr	Date	Seq	Stat Amt. N/R	Amount (in Transaction Currency)	Amount (in Base Currency)
<a href="#">CIP0312236</a>	15118932 2016-07-01 07/01/2016			0.00 N	30,610.74 USD	30,610.74 USD
<a href="#">CIP0321089</a>	15117001 2016-07-15 07/15/2016			0.00 N	30,719.22 USD	30,719.22 USD
<a href="#">CIP0334201</a>	15117002 2016-08-01 07/26/2016			0.00 N	30,719.22 USD	30,719.22 USD

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)



# Lesson 4: Summary

4

## Manage Journals

In this lesson, you learned:

- Only journals without errors that have been edited and budget checked can be approved.
- Journals may be approved or denied. Denied journals must be corrected or deleted.
- Deleting a journal releases the funds that were reserved during the budget check process.
- Cardinal allows copying of journal information from an existing journal to a new journal. The **Source** for all copied journals, with the exception of ATA journals, is automatically changed to **ONL**.
- Cardinal allows online inquiries for ledger information and status of journals.



# Course Summary

GL332

Processing Journal Entries

In this course, you learned:

- Understand key journal entry concepts
- Understand the overall journal entry process
- Understand Agency to Agency (ATA) transfer journals
- Understand how journal processing integrates with other Cardinal modules and interfaces with external systems
- Create journal entries in Cardinal
- Create and upload a spreadsheet journal
- Review and correct edit errors



# Course Summary (Continued)

GL332

Processing Journal Entries

In this course, you learned:

- Review and correct budget check errors
- Submit journal entries for approval and monitor journal status
- Manage journals via approval, deletion, denial, and copying
- Review online inquiries for ledger information and journal status



# Course Evaluation

Congratulations! You successfully completed the **SW GL332: Processing Journal Entries** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.







# Appendix

- Key Terms
- Allowed Extensions on Attachments
- Flowchart Key



# Key Terms

**Budget Checking:** The process of comparing transactions to budget ledgers to ensure that amounts do not exceed the controlling budget. Transactions may pass, fail, or pass with a warning. The budget check process is run via a batch process. Once a valid budget check status is achieved, the budget balances are updated.

**Business Unit:** An operational subset of an organization. In Cardinal, each state agency is a Business Unit.

**ChartField:** A field on the Chart of Accounts. It represents one category of data (e.g., Fund, Department, Account) with various values that further define a transaction. A combination of ChartFields defines an accounting distribution used on a transaction.

**Combination Edits:** Rules that determine which ChartField values are required, or not allowed, in combination, in order for an accounting entry to be posted.

**Commitment Control:** Enables the tracking or controlling of expenses against budgets and revenues against estimates.

**Journal:** An entry used to post accounting entries to a ledger.

**Journal Date:** The date of the journal transaction which drives the accounting period and fiscal year.

**Journal Header:** Includes the overall journal information such as the ledger, the journal source, long and short descriptions, and more.

**Journal ID:** A sequentially generated number for online journals, other module journals, and interfaced transactions. Interfacing agencies can change the Journal ID to be in agreement with their existing systems.



# Key Terms (continued)

**Journal Lines:** A reference to each accounting line entered in the General Ledger **Create/Update Journal Entries** page, consisting of appropriate ChartField and accounting values.

**Ledger and Ledger Group:** A Ledger is a record of monetary transactions by account (e.g., Budget, Actuals, Modified Accrual, Full Accrual, and Cash). A Ledger Group is a group that includes ledgers that have a common physical structure. Each Ledger within the Ledger Group shares a common physical structure based on the ledger template.

**Run Control:** An identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run.

**Workflow:** A tool in Cardinal that routes a transaction electronically for approval via a Worklist. Journals cannot be submitted and approved by the same person.





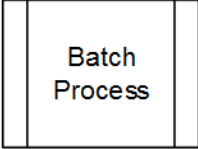
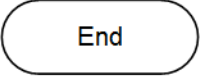
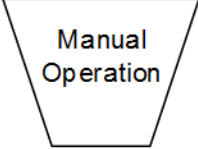
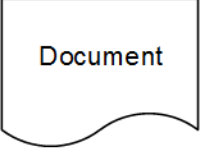
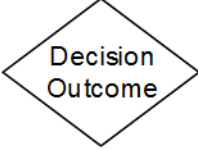
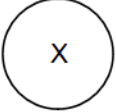
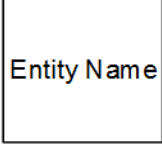
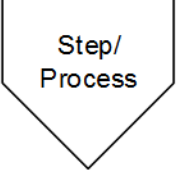
# Allowed Extensions on Attachments

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML



# Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.